EOC (505) - 702-4182

REPORT DATE  REPORT TIME  REPORT NUMBER  REPORT PRODUCED BY  CONTACT EMAIL
4/9/2020  24:00  20-04  Tanya R Lattin  tlattin@corrales-nm.org
Approved:  Tanya R Lattin

VILLAGE OF CORRALES EMERGENCY OPERATION CENTER (EOC) STATUS SUMMARY

EOC ACTIVATION  LEVEL 3  OPERATION PERIOD:  4-5-20 TO 4-9-20

2019 NOVEL CORONAVIRUS DISEASE (COVID-19)

SANDOVAL COUNTY POSITIVE CASES  260***  SANDOVAL COUNTY DEATHS RELATED  2

<table>
<thead>
<tr>
<th>NM POSTIVE TEST *</th>
<th>NM NEGATIVE TEST</th>
<th>NM TOTAL TESTS**</th>
<th>NM COVID-19 Related Deaths</th>
<th>NM REPORTED RECOVERIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>989</td>
<td>22,942</td>
<td>23,931</td>
<td>17</td>
<td>217</td>
</tr>
</tbody>
</table>

*Tests no longer need to be verified positive by the CDC. The Department of Health reporting has been amended to reflect this change.

**Numbers are cumulative persons tested through April 1, 2020. Test results are from the state Scientific Laboratory Division of the New Mexico Department of Health and TriCore Reference Laboratories.

***Based on tracking numbers Tribal cases have been removed from State totals Asking NMDOH for clarification

INFORMATION SHARING:
- Cases in U.S. | CDC
- Dedicated COVID-19 Webpage
- 30 Days to Slow the Spread / 30 Days to Slow the Spread (Español)
- NM COVID-19 Tracker (Updates automatically via the DOH web site; created by City of Clovis GIS)

US Centers for Disease Control and Prevention, as well as state and local government reporting. There are confirmed and/or presumptive positive COVID-19 cases in 54 states, territories, and the District of Columbia. All fifty (50) states have declared Public Health and/or States of Emergency for COVID-19.

Johns Hopkins CSSE (Interactive Global Map)
https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6

VILLAGE OF CORRALES

OPERATIONAL PRIORITIES

The current objectives are:
- Ensure the safety of citizens and Village personnel;
- Manage a coordinated response effort;
- Working with Medical Director on EMS response Guidelines
- Training remotely of EMS personnel on COVID-19 and EMS protocol updates
- Working with citizens who have COVID questions
- Completed Grower’s Market plan with assistance of Lynn Siverts
- COVID Protocols in place working on a Telemedicine communication platform
- Ordered and awaiting receipt of telemetry band for remote patient monitoring
- Working with Medical Director on testing protocol for First Responders
- Continue to work with Fire Chief to continually review and update Safety Procedures
- Assisting with all normal fire station operations, training via internet, and projects
- Locate, Order and Transfer supplies to Corrales Police and other Village departments as requested.
- Tracking all Donated Resources,
- Helping locate masks and gowns for local medical providers through volunteer network and directing them to medical suppliers
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• Documenting all PPE use as required daily by DHSEM
• Maintaining situational awareness and provide assistance/ training for departments when requested
• Keep the public, Village personnel, and informed of response activities;
• Respond to requests for assistance with food and other items (masks) for Citizens
• Documentation of all expenses and entering them into Grants Portal and NMDHESE bi-weekly reports
• Working with other OEM to encourage the State to releases community names with COVID cases and numbers- Not only county numbers.

Command Emphasis:
• Maintaining situational awareness for potential increase in mid-April of cases based on NMDOH models.
• Receiving input from Administration on departmental needs for continued and possible long term Stay at Home order.
• Working with departments on plans if a staff member becomes ill with COVID as it will result in quarantine of all recent contacts and closing of buildings until proper sanitation is completed.

GUIDANCE
• Please submit resource requests of supplies and equipment departments are unable to locate via email tlattin@corrales-nm.org clear description of requested items
• Send documentation of all donated items to Tanya Lattin to help offset federal match costs
• Available 24/7 for questions, concerns or assistance

VILLAGE OF COORALES DEPARTMENT UPDATES

<table>
<thead>
<tr>
<th>EMERGENCY SUPPORT FUNCTIONS ACTIVATED</th>
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<tbody>
<tr>
<td><strong>ESF #2 INFORMATION &amp; TECHNOLOGY</strong></td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
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<tr>
<td>Fire Chief is checking all radio systems and testing self-dispatching capabilities weekly. Testing communications with NMDHESE. Worked with ARES to ensure they have clear communications with DHSE. Activated WPS on Village owned phones</td>
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<tr>
<td><strong>ESF #3 PUBLIC WORKS</strong></td>
</tr>
<tr>
<td>Michael Chavez</td>
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<tr>
<td>Department is still fully functioning. But limiting time in Public Works building to ensure social distancing. Transferring sanitizer as requested for his department. Speaking with department once or twice a week to see if assistance is needed. Department has also offered to assist with delivery of food.</td>
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<tr>
<td><strong>ESF #4 FIRE</strong></td>
</tr>
<tr>
<td>Chief Martinez</td>
</tr>
<tr>
<td><strong>Corrales Fire Department:</strong> The Corrales Fire Department is operating but with increased precautions to help prevent illness in the station. The Department has enacted specific cleaning requirements. Limited access to only on duty staff. The department is treating every EMS call as a potential COVID call to protect the patient and responders. Contact Precautions and procedures have been in place since 3-10-2020. The fire started preparing for COVID in January. Department has purchased a portable room UV light for cleaning and one for automobiles. Fire station is preparing for Wildland Season including required wildland trainings. The Fire chief is at the Station 24/7 since 3-16-2020. This is to help ensure adequate staffing for predicted surge in ill patients, rapid response for back to</td>
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back EMS calls and fire calls. Volunteers will respond from home for second calls and Fires but limiting numbers of people and access to help prevent COVID is imperative.

**Office of Emergency Management:**
On 3-16-2020 Tanya Lattin was sent to work at home with fully capability to support the Village. The decision to enact the COOP was to help ensure one command level staff person would be able to come into the Station if the other staff contracts COVID 19. Emergency Operations Center (EOC) Continues to Operate at a level 3 activation. Looking at going to level 2 at 1000 confirmed cases. If NMDOH will give locations within Sandoval county of COVID cases decision could change. Daily calls are attended with the State Emergency Operations Center (SEOC). Daily calls are conducted with the local municipalities, Counties and the State EOC as needed. Reading surrounding communities, State and Federal updates. Continuing to document expenses and Personal Protective Equipment (PPE) Burn rates and submitting them to the SEOC. VOCEM submitted Emergency declaration to the Mayor, it was passed by Council and has been turned into both NMDHSEM and FEMA. Submitting SEOC Resource Request forms (213rr) for needed items for departments, received a Shipment of PPE from SEOC on Monday 04/06/2020. Checking daily of suppliers websites for PPE and sanitizers. Working on locating normal operational Fire Department supplies and medications many items are in short supply. Located a supplier for sanitizer, order in for Fire and Police. Transferred surgical masks, disinfectant wipes, eye protection and cloth masks to police department. Transferring sanitizers and cloth mask to Village staff as needed. Working on Non-Congregate housing for first responders incase of exposures and or illness. Working with local person to setup for Face shield construction. Fire Department has food and funding held by Kiwanis to assist with food.

Working with Sr. Center and Corrales elementary Making 2-3 food drop offs a week. Coordinated cloth mask and gown making for home health agency in Corrales. Feilding many many calls a day. Continuing to do normal job functions and finishing Salce Basin and working on Grants and Grant closeouts.

The State has setup and is continuing to set up Mass care facilities for COVID patients unable to self-isolate. List available from VOCEM. Corrales Fire has some care plans setup, based on patient illness level for patients within the Village.

Grower’s market worked with VOCEM to create a plan to operate with safety as the highest priority. The Village’s one grocery store has good precautions in place and has had a good supply of food and hygiene items. Other growers are holding preorder drive up sites for food products.

The feed store is practicing good social distance by having marked space and being very careful on baby chick sale days. They also have drive up and delivery service. Supply of animal products and animal food is good.
**Police Department:** Fully operational. The Police Department has implemented several procedures to protect the public and staff. Access to the police station has been limited. Operational items that can be handled over the phone are being handled over the phone.

**Animal Control:** Animal Control is still operational. All facility doors are locked and no one is allowed in the office. If person to person contact needs to be made it is outside with social distance rules in place. Animal food are being taken and any that come into the fire station are transferred to police. ASO is cleaning the office several times a day with extra attention to all handles and high touch surfaces.

**Planning and Zoning:**

Code Enforcement (Sherrie) is responding to emergencies only. Building Official (Lee) now has full computer access at home, and can issue permits and do inspections. I have arranged it so that his and my applications can be paid at the PD window. PZA is in daily contact with the public, accepting applications, working on a Zoom P&Z Meetings. Contacts are outside or with required social distancing and masks. Payments are being processed.
<table>
<thead>
<tr>
<th>Village Clerk Office</th>
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<tr>
<td>Shannon Fresquez</td>
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**Clerk’s Office:** Clerk continues to work from home when possible, entering Village Hall in coordination with other staff to prevent an overload of staff from in the building. The village phone has been transferred to Clerks Cell phone. Emails are being answered and other duties are being handled such as hiring, council meetings and processing Business licenses.

<table>
<thead>
<tr>
<th>Library</th>
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Increasing online activities for young and young at heart with some exciting additions. More information on the next SitRep [https://www.corraleslibrary.org/the-social-distance-library/](https://www.corraleslibrary.org/the-social-distance-library/)

<table>
<thead>
<tr>
<th>Parks and Recreation</th>
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<tbody>
<tr>
<td>Lynn Siverts</td>
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</table>

Staff is also assisting with getting prices for Donated Resource to meet FEMA requirements.

Working on parks and fields. All parks location are closed; however, they are cleaning equipment regularly. Working with VOCEM to assist in any way possible as well as deliver food if needed.
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**COMMAND**

EOC Director: Anthony Martinez / Fire Chief

Public Information Officer: Tanya Lattin

Liaison Officer: Tanya Lattin

Finance Group:

Finance Department: The Finance Department continues all normal daily operations, with employees working from home as much as possible. Entry into the Village is coordinated through Village Administrator. Village Hall is closed; Access to voicemail is via email.

**ADMIN GROUP**

Village Administrator: Village offices remain closed and all workers are working remotely from home as much as possible. All staff has contact number and coordinates with Administrator as before, now it is via phone and email. Zoom meetings are being conducted on a regular basis.
Logistics Chief: Tanya Lattin / Anthony Martinez

Operations: Anthony Martinez

Planning: Tanya Lattin

Grants & DR: Tanya Lattin with support from Finance
New Federal Fire Grant to support with COVID response will be released soon
DR-Disaster Relief due to Emergency Declaration

Elected Officials: Mayor JoAnne D Roake and Village Council
NEW MEXICO

• Village of Corrales [www.corrales-nm.org](http://www.corrales-nm.org)
• NMDOH COVID Self-Screening website: [https://cv.nmhealth.org/should-i-get-tested/](https://cv.nmhealth.org/should-i-get-tested/)
• As the stay-at-home order continues, CYFD encourages the community to report any suspected abuse or neglect by calling #SAFE from your cell phone or 855-333-SAFE from a landline.
• To Report non-compliance with social distancing or business who you feel are out of compliance email [nmsp.covid19@state.nm.us](mailto:nmsp.covid19@state.nm.us)
  The email report should include the name and location of the business, and date and time the violation was noted.
• NMDOT supports travel restrictions on Pueblos and reservations.
• NMDOH Hotels to house first responders. Separate isolation hotels for individuals that have been tested, Village will pay for hotels. Working on approval from FEMA for housing when approval received they will cover 75% of the costs.
## Community Lifelines Summary

<table>
<thead>
<tr>
<th>Lifeline</th>
<th>Impacts</th>
<th>Local Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety &amp; Security</strong></td>
<td>No Issues Reported</td>
<td>Do not anticipate the need for resources related to this lifeline.</td>
</tr>
<tr>
<td><strong>Food, Water &amp; Shelter</strong></td>
<td>Slow distribution to rural areas. Problem fulfilling the demand; emphasize food distribution only purchase what is needed to allow for restock. Continued research regarding the supply chain. Shelter needs for quarantined individuals.</td>
<td>Region wide concerns about food shortages due to stockpiling and impacts on food distribution; store rationing of supplies is helping. There is growing concern regarding this lifeline due to food shortages and lack of money for those who have lost their jobs due to mitigation measures. Fire Department has food and funding held by Kiwanis to assist with food. Working with Sr. Center and Corrales elementary Making 2-3 food drop offs a week.</td>
</tr>
</tbody>
</table>
| **Health & Medical**      | The goal is for supplies and PPE to be replenished at a frequency consistent with their burn rate. Severe Blood Shortage Donors Urgently Needed Right now, eligible and healthy donors are strongly urged to make an appointment to provide lifesaving blood products to patients Planning Alternative Care Sites and Hospital bed capacity/ventilators. | **Current COVID-19 Screening & Test Sites**  
  - Presbyterian Alternative Care Site - Balloon Fiesta Park  
  - Lovelace Medical Center Downtown  
  - NextCare - Menaul Location  
  - NextCare - Petroglyph Location  
  - NextCare - Unser Location  
  - OPTUM New Mexico Urgent Care – Journal Center  
  - OPTUM New Mexico Urgent Care - Tramway Center  
  - UNMH - UNMH Respiratory Care Center  
  - NMDOH NW Region - Midtown Public Health Office  
  - Belen Public Health Department  
*Choose Albuquerque from the drop-down list and the information will be automatically provided.* |
| **Energy**                | No Issues Reported                                                      | No concerns currently, except impact of mitigation policies on this sector.                                                                     |
| **Communications**        | No Issues Reported                                                      | No concerns currently, except impact of mitigation policies on this sector.                                                                     |
| **Transportation**        | No Issues Reported                                                      | No concerns currently, except impact of mitigation policies on this sector.                                                                     |
| **Hazardous Materials**   | No Issues Reported                                                      | No concerns currently, except impact of mitigation policies on this sector.                                                                     |
**Village of Corrales Emergency Operations Center**  
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### ADVANCE PLANNING TACTICS

**FUTURE CONCERNS / PLANNING**

- Continuing analysis of the potential COVID outlook, i.e., policies for continuity of government, what is the impact for employees who become sick, unable to work, and the potential fatality rate, continuity planning – virtual requirements and capabilities – staff needs to function remotely, long-term critical staff – depth of staff. Re-entry planning
- Supply chain impacts.
- Support to alternative medical care sites; PPE shortages, supply and reuse policy guidance and secondary options.
- Impacts on Fire Season Planning – Policies/Evacuation in a Pandemic Environment

### RESOURCES

**STATE RESOURCES:**

- New Mexico Crisis And Access Line Call toll free anytime 24/7/365; 1-855-NMCRISIS (662-7474)  
  [https://www.nmcrisisline.com/](https://www.nmcrisisline.com/)
- CDC Frequently Asked Questions
- Corona Virus hotline health related questions: 855-600-3453
- Corona Virus hotline for family support and non-health related questions: 833-551-0518
- Center for Disease Control
- New Mexico Department of Health
- Coronavirus Impacts on ABQ Services
- How to prepare and protect yourselves [https://www.coronavirus.gov/](https://www.coronavirus.gov/)
- Guidance on the Essential Critical Infrastructure Workforce

**NATIONAL RESOURCES:** (This information will be shared in this edition of the SitRep only)

- Coronavirus Guidelines for America: On Monday, March 16, the White House Coronavirus Task Force issued guidelines to help protect Americans during the global coronavirus outbreak. To keep the momentum going in #StoppingTheSpread and #BendingtheCurve, on Tuesday, March 31, the White House Coronavirus Task Force issued revised guidelines - 30 Days to Slow the Spread (Español) - through Thursday, April 30 (an additional 30 days). Even if you are young and otherwise healthy, you are at risk, and your activities can increase the risk of contracting the Coronavirus for others. Everyone can do their part. The recommendations are simple to follow but will have a resounding impact on public health.
- Up-To-Date Information: The most up-to-date, verified information and guidance can be found via the Centers for Disease Control and Prevention Coronavirus Disease 2019 website - [www.coronavirus.gov](http://www.coronavirus.gov). The Coronavirus Task Force holds frequent briefings, which can be viewed live [here](https://www.coronavirus.gov).  
- COVID-19 Response and Recovery Primer: Response and recovery efforts are locally executed, state managed, and federally supported. It is important that requests for assistance, including for critical supplies, get routed through the proper channels as soon as possible. Learn more about the response and recovery process via this important resource - [Coronavirus (COVID-19) Pandemic: Response and Recovery Through Federal-State-Local-Tribal Partnership](https://www.coronavirus.gov). FEMA's public assistance guidance for COVID-19 response efforts can be found [here](https://www.coronavirus.gov). Guidance for Tribal Governments can be found [here](https://www.coronavirus.gov).  
- Critical Infrastructure Workforce Guidelines: On March 16th, the Department of Homeland Security (DHS) issued updated critical infrastructure guidance in response to the COVID-19 emergency. DHS issues revised guidance on March 28th (See Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response). The guidance, and accompanying list, is intended to help State, local, tribal and territorial officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. The list is advisory in nature and is not a federal directive or standard.  
- Coronavirus Fact vs. Myth: Rumors can easily circulate within communities during a crisis. FEMA setup a website to help the public distinguish between rumors and facts regarding the response to the coronavirus pandemic.  
- Fraud & Scam Protection: The Department of Justice is remaining vigilant in detecting, investigating, and prosecuting wrongdoing related to the crisis. Find out how you can protect yourself and helpful resources on DOJ's Coronavirus Fraud Prevention website. The Federal Trade Commission has also established a website with helpful information to help consumers avoid coronavirus-related scams.  
- Social Media Resources: Download the Apple COVID-19 Screening Tool. Follow the White House on Twitter and Facebook. Also follow HHS (Twitter/Facebook) and CDC (Twitter/Facebook) You can also find informational videos from Coronavirus Task Force members on mitigation, social distancing, etc. on the White House’s YouTube page.
Mental Health Resources: Natural disasters - including such pandemics as the coronavirus outbreak - can be overwhelming and also can seriously affect emotional health. The Substance Abuse and Mental Health Administration’s (SAMHSA) Disaster Distress Helpline - 1-800-985-5990 (or text TalkWithUs to 66746) - provides 24/7, 365-day-a-year crisis counseling and support to anyone who is seeking help in coping with the mental or emotional effects caused by developments related to the coronavirus pandemic. Learn more about the Disaster Distress Helpline here.

Administration Actions and Federal Agency Resources: USA.gov is cataloging all U.S. government activities related to coronavirus. From actions on health and safety to travel, immigration, and transportation to education, find pertinent actions here. Each Federal Agency has also established a dedicated coronavirus website, where you can find important information and guidance. They include: Health and Human Services (HHS), Centers of Medicare and Medicaid (CMS), Food and Drug Administration (FDA), Department of Education (DoED), Department of Agriculture (USDA), Small Business Administration (SBA), Department of Labor (DOL), Department of Homeland Security (DHS), Department of State (DOS), Department of Veterans Affairs (VA), Environmental Protection Agency (EPA), Department of Energy (DOE), Department of Commerce (DOC), Department of Justice (DOJ), Department of Housing and Urban Development (HUD), Department of the Treasury (USDT), Office of the Director of National Intelligence (ODNI), and U.S. Election Assistance Commission (EAC).
AGENDA
Village of Corrales
Governing Body Regular Meeting
March 10th, 2020 6:30pm

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. GOVERNING BODY PRESENT

Present: Mayor Jo Anne D. Roake (Not voting), Mayor Pro Tem Jim Fahey, Councilor Kevin Lucero, Councilor George Wright, Councilor Mel Knight (by phone), Councilor David Dornburg by phone, Councilor Pat Clauser.

C. APPROVAL OF AGENDA

Motion: to approve the agenda, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Lucero.

Mayor Roake: I would like to make an amendment if possible. We are having an audit presentation from Gwen Masfield and then item two under new business is to approve our audit. I am wondering if we can move up the resolution to approve the audit directly after the presentation so we can release Gwen when she is finished.

Councilor Fahey: Fine by me.

Motion: to approve the agenda with amendment, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Lucero Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

D. PRESENTATIONS

Gwen Mansfield-Vogt Audit Presentation
Thank you, Mayor. My name is Gwen Mansfield-Vogt and I am a partner with CRI here in Albuquerque. I am here to give the board presentation for the financial statement audit for the Village of
Corrales for the year end of June 30th, 2019. Briefly we will go over the timeline, we will discuss the auditor’s reports, discuss the findings, go through some highlights of the financial statement, some upcoming accounting standards and then some ways we can help the Village of Corrales. We started our work for this audit in October. The auditor’s report was dated December 16th, 2019 when we held the exit conference and when it was submitted to the state. The state has a review and approval process which they completed on January 27th. Then today March 10th is the official presentation of these financial statements to the Village council. The vast majority of the financial statements are the responsibility and the information of the Village of Corrales. Our CRI portion of the audit document is two auditor’s reports and the schedule of findings and responses. The first report is the independent auditor’s report. This was a clean opinion. This the best audit reports a governmental entity can receive. Unmodified opinion means that we found no material errors in those financial statements through the concept of reasonable assurance. That means we look at a vast variety of transaction but not every individual transaction. However, we were able to substantiate the balances in these financial statements and we were able to find evidence on every number that was presented. The second report which is the report on internal control over financial reporting, also referred to as a yellow book report. This did have a few findings for the Village of Corrales. There were four significant deficiencies and three NMSA findings. I would like to emphasize that none of these findings were elevated to the level of a material weakness which is very good. Material weakness findings are the worst type of finding. The first finding is the only repeat finding. There were several findings in 2018 that have been resolved. That is also a good sign when findings come up but are resolved. The first finding related to the franchise tax review process. The second related to journal entries and that review process. The third was maintenance of capital assets. Finally, there was the impact fee review process. Then the three New Mexico findings. The state of New Mexico is unique because we are required to report a finding regardless of the dollar amount. So, for instance, the travel and per diem finding concerned an error of about $25. These are very small items that we are required to report in the state of New Mexico. So there was the travel and per diem noncompliance. There were a couple of funds that exceeded budgetary authority and then some cash appropriations and excess of available cash balances which is again related to the budget. Next, we will go over some trends in these financial statements. So first off, all the statement of net position, which is what we refer to as a balance sheet, shows that the five-year trend is an increase of just over $3 Million. Much of this is due to capital grants that were received in the last fiscal year as well as debt that was issued that was then used to purchase capital assets. Next, we will look at the liabilities. There is a five-year trend increase of about $4 Million. In 2018 to 2019, there was a large jump due to the $2 Million bond issuance. There is also a lot of fluctuations in regard to the net pension liability. That is from PERA at the state level. The Village really has no control over that. So next, we have net position which is showing a pretty consistent five-year trend that increases by about $350,000. So that is good because we like to see consistency and not massive swings. The next statement is the statement of activities, this is similar to an income statement in the business world. We will be looking more at the trends from 2018 to 2019 in this context. Program revenues, which are charges for services and grants increased by about $1.25 Million between those two years. In addition, general revenues which include taxes, licenses and permits increased by about $1 Million. So, in total that was and increase of about $2.3 Million. Expenses also increased but to a much smaller amount. The increase in expenses only increased to about $380,000 between the two years. Now I would like to point out that this statement does not include capital expenditures as expenses, it also does not include debt principal payments as expenses. While they are an outflow of cash, they do not show up as expenses on this statement. Now moving onto the General Fund, which is the main operating account, this is where you do see capital expenditures and debt payments as expenditures instead of just changes to the balance sheet. So we will look at revenues first. Looking at the five-year trend you can see there was a dip around 2017 but it has increased and has been steadily rising the past few years. The expenditures have been pretty steady except for that 2017 fiscal year. We will look at cash and investments next. There is large fluctuation around the 2017 fiscal year which just means there were a lot of cash expenditures in that year. Over all looking at the five year scheme the cash did not change on an overall basis. The next item is the
budgeted expenditures versus actual expenditures. As you can see the budget margins have been much tighter. That is due to the Village actually planning out and budgeting more reliably because when budget variances are high, it means that the budget did not meet actually expenditures. In the last year, the margin was very low. The last section is the provision of waste water services. There is only four years worth of information here because this fund was started in 2016. So as we go into the four-year trend, this shows an increase of assets of $2.2 Million. Really what happened here is that in 2018, a large portion of capital assets were moved into this fund. Liabilities have fluctuated quite a bit, but the dollar amounts are small. As you see in 2019, the total liability for this was only $16,000. So a lot of these fluctuation are due to normal liabilities such as accrued payroll or accounts payable. The final item on this balance sheet is the net position. You can see the jump when capital assets were added, and then a slight decrease but nothing alarming. Now I am going to move over to the statements of activities. First item in revenues is that they have been decreasing in the four-year trend. That is a decrease of about $37,000 while expenses have gone up. However, with the 2018 change, a lot of those expenses are depreciation on those capital assets. So that is a non-cash expenditure which means that this account is not really losing cash money, it is just accounting for the depreciation on the waste water system assets. Moving on, there are a couple of upcoming accounting standard changes that the Village should be aware of. The first one will be effective for the year end of June 30, 2020. It relates to the reporting of fiduciary assets. In the case of the Village the only fiduciary funds you have relate to bonds held for the municipal court. So this will really be a non-issue for the Village. The next statement which will be part of the 2021 fiscal year states that any leases that the Village is a party to, whether that be for copiers or larger equipment, will be changing the accounting from the ground up. So that could have a material effect on the Village in fiscal year 2021. Moving on, as part of our relationship with the Village we like to be business partners with you and not just come in and do the audit and never talk to each other for the rest of the year. Reyna asks great questions and we communicate really well. So we do like to offer the Village services that will help to keep the Village on firm standing. I am sure most of us have seen articles or bulletins from the state auditors about entities that have become the victim of phishing or hacking attacks. One of the services we do like to offer is IT consulting to look at your systems and find any vulnerabilities. The other service I will mention is policies and procedures for grant funding. If the Village is interested in seeking more grant money especially from the federal government, then there are some specific items that need to be covered in policies and procedures to remain in compliance with laws and regulations. Currently we are working with the Village to get those franchise fees policies and procedures in place. We will also be looking at impact fees soon. I am available to stand for questions.

Councillor Wright: Did you have any comments or change requests when you had to get state approval? Was that fairly perfunctory or did they have some recommended changes?

Gwen Mansfield-Vogt: Most were perfunctory. They were mainly dealing with the clerical level such as wording, not changing any numbers though. They felt it was pretty tight.

Councillor Wright: Can you tell me a little bit more about the nature of the findings related to the per diem and the exceeded budgetary authority?

Gwen Mansfield-Vogt: With the travel and per diem we looked at five items total. In one of those instances the employee was reimbursed despite not turning in receipts for meals and lodging. That was a total of $168. We couldn’t really tell how much of that supported because there were no receipts. In two out of five items that were due on return from overnight travel they were reimbursed at a rate higher than the actual receipts. Those were overpayments of $102 and $84. So overall, we found that the errors occurred due to the policies and procedures, so we recommended updating those so that the correct receipts are maintained. The return from overnight travel is also being address to be consistent with state statutes.

In terms of the exceeded budget, we are not really sure exactly what happened here, it probably is
related to the change in management right at the end of the year. Maybe budget adjustments got missed. Overall there were funds that exceeded budgetary authority by a total of $941,000. Those funds included the fire wildlands fund, lodger’s tax, police, road co-op, the JPA with SCAFCA, residential roads and drainage and the 2018 GO Bond.

**Councilor Wright:** Did you say nearly $1 Million?

**Gwen Mansfield-Vogt:** Yes. We do not find this to be a material finding because all of those expenditures were proper. What it looks like happened is an end of year budget adjustment was not made to true up some of those expenditures.

**Councilor Wright:** Do we have any holes in our policy?

**Gwen Mansfield-Vogt:** It truly was due to the turnover occurring at that time.

**Councilor Clauser:** I have a question. We have never really written about management. Do many cities or Villages of our size submit data for the public to discuss?

**Gwen Mansfield-Vogt:** So overall the clients I deal with out of Albuquerque, about half of them submit an MDNA. A lot of those are significantly larger than the Village of Corrales. It definitely is an administrative burden at the end of the year. If that is something the Village is interested in for next year, we can certainly work with Reyna and Ron with templates. It can also give the opportunity for the Village to explain plans of projects or general direction about the budgetary process for the next coming year.

**Mayor Roake:** Any other questions? No? At this point then because we amended our agenda, we can move to the second item under new business which is Consideration, Action and Approval of Resolution 20-008, a resolution approving the Audit for Fiscal Year 2019.

**Motion:** to approve resolution 20-008, **Action:** Approve, **Moved by** Mayor Pro Tem Jim Fahey, **Seconded by** Councilor Lucero **Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6). **Yes:** Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

**Tanya Lattin** Corona Virus Update

**Tanya Lattin:** Right now New Mexico does not have any confirmed cases of COVID-19 also known as the corona virus. I want to stress that this is right here at this minute. Tomorrow it could change. The NMDOH is still seeing flu activity, which most of our negative cases have been so far. They have tested sixty nine people at this time, all negative. The Village is actually quite prepared for these kinds of things. We have plans for people to be able to work from home. We have worked with the Police Department about washing hands, etc. The best thing for the community to do at this point is to not come into work if you feel sick. Washing your hands is safest thing you can do. If you are going to clean, bleach is the best thing to use. The best place to get the most up to date information from the CDC and the state is cv.newmexicohealth.org. If you are going to use bleach, use a third of cup to a gallon. Remember that bleach when mixed with water does not have a long shelf life. The state is very prepared for the Corona Virus. We have plans in place to support the community and staff to keep the Village working.

**Councilor Clauser:** How were the sixty nine people tested?
**Tanya Lattin:** My understanding is that anyone coming in from China, some are caught by customs or border patrol and held in quarantine somewhere offsite. Others were allowed to come into the state, so the FAA has been contacting the Department of Health to let them know who recently travelled from high risk areas.

**E. REPORTS:**

1. **Administrator Report**

**Administrator Curry:** We have completed our election, and some of our winning councilors are with us here tonight, we also passed two bonds, so thank you to everyone in the Village who made that happen. Second thing I wanted to give an update on the legislature. The Governor vetoed senate bill 232 yesterday. So this vetoed most of the road projects for the state including around $600,000 that was going to be for work on Alameda. Then for Corrales $140,000 was vetoed out for Loma Larga and Sagebrush. Also, $100,000 was vetoed out for Angel Road. We will see what tomorrow brings. All that being said, I think we are still in a great position moving forward on some of our capital outlay. Third item is that we got approval from the NM Finance Authority for the GRT Bond. So Jill Sweeny is going to update us on the other bonds that just passed.

**Jill Sweeny:** As Ron mentioned, you did have two successful bonds on your last election. One was for roads, the other for Parks and Recreation. So, we will be moving forward with those shortly. I am happy to answer any questions about next steps, but I think we are all set on those. I will talk about the GRT bond later when we get to that item on the agenda.

**Administrator Curry:** The next item I wanted to mention was that Lynn Siverts, Aaron Gjullin and I met with the land trust this week to discuss the Gonzales property. We wanted to meet with them just to make sure that we are doing things right and obeying the covenants of the trust. They informed us that we were doing things correctly and we identified some projects to best use the land. There was some uncertainty because trees had been planted there, and we wanted to make sure with the land trust that they were in the loop and we were following the covenants of the trust. The bottom line is that the land trust is happy with Village approach to things as well as the open line of communication that we have started with them. The next item the Mayor has brought to my attention is some concern about the crossing guard in front of Corrales Elementary. I am hoping to set up with a meeting with the school because there are two jurisdictions at work here. APS and the Village. Unfortunately, there may be a personnel issue there, so that’s why I am hoping to set up a meeting with them within the next few days to get a better understanding of the needs of the school and making sure that we are aligned with what APS is doing. The other thing I wanted to add to what the auditor had to say is that the 25th and 26th of this month we will begin the budget process with the department heads. What we are asking them to do is build a very robust budget that they can present to us by line item so we can ask questions and be informed, and that they can defend the budget they have presented to us. It is a good process and it will enhance any future audits we have because we are asking our directors to build their budget from the baseline up. I think this will provide a lot of clarification and information as we move forward. The last thing I have is that I want the councilors to imagine being on TV. Just as a proposal, we are looking at broadcasting our meetings like the City of Albuquerque, or Santa Fe does. It is your decision, but it is a technology that we can have moving forward. I will stand for any questions.

**F. COUNCILORS FORUM:** This section is for information purposes only, not for discussion and debate, to inform the Governing Body of an issue/concern that would not be addressed on the agenda during the business session.
G. CORRALEÑOS FORUM: This section is for information purposes only, not for discussion and debate, to inform the governing body of an issue or concern that would not be addressed on the agenda during the business session. There is a 3-minute time limit, unless approved by the Presiding Officer.

Bob Eichorst: 5719 Corrales Road, First off, if the administrator would either clip the microphone onto his shirt, or get a stand microphone, then we could hear you in the audience. It was totally erratic what you said. Onto the crossing guard. For 25 years we have been very successful with Corrales school. APS does not provide crossing guards anywhere. Albuquerque has a budget over $1 Million to provide crossing guards for schools. My wife has a before and after school program and we pay for the secondary crossing guard. Walter has been great, but if he has a call, then he is gone. You need a secondary crossing guard to stop traffic especially when the buses are trying to turn in and out. Lately the traffic jams have been all the way to the Village office and all the way to Old Church Road. I was told not to get personal, but some of your officers do not have the experience because they have not been doing it for 25 years. My wife and I have been PTA members for 45 years, very active, and those kids are ours. So, even I have been almost run over. Somebody has to be out there to really get their attention and stop. I think we really need to get back to the way it was. I do not need to be part of the committee but you do need to meet and get this resolved.

Tom Graham: I want to say thank you to everyone up there doing their duties. Thank you to the police and fire. Strictly I want to thank George Wright, who is my councilor. We are not close friends but we see each other walking up and down the street. He has done a great job and I really appreciate it.

Tyler Muxworthy: I also want say thank you for everything that you do. I moved back to Corrales about a year and half ago. The reason I came back is because Corrales is a safe Village. I am here to talk about the crossing guard situation. I understand there are technical difficulties around this problem and I am simply here to let you know that I am very fortunate that I get to take my kids to school. I am aware when they are crossing the road and sadly in this day and age there are too many people on their cellphone who are not paying attention. That crossing guard is a critical point to my kid’s safety. I have worked in government and I understand how funds work and that things are not always as clear cut as we want them to be. I am just asking that you acknowledge the concern and really look at the situation. It really needs to be figured out in an appropriate way. For me, an appropriate way is to find out who the right person is for that position and I am not going to name names, but there is a person who has done it for a long time and is able to manage that situation well. I hope that you can come up with a creative solution for the benefit of the Village.

Stuart Murray: I thought the audit presentation was really interesting tonight. I also hope that you got a copy and were able to review the 2019 complete audit report. It should have been included in your packet if it was not. The concern I have pertain to the findings and responses. These findings all appeared in the 2018 audit as well. The exit conference then should have resolved those deficiencies especially since we are getting ready to discuss the 2021 budgets. Given the market swings due to the corona virus, the Village should be vigilant to collect every tax dollar and account for every dollar spent. This can only be accomplished with due diligence with the accounting practices. Fixing these deficiencies should be a Village priority. I am worried that we will have some difficult budget decisions to make if the economy continues to contract. We can only make headway if we know where the money is coming and going. I am encouraged by Mr. Curry’s comments tonight and I think it is a good first step. On a side note, as a councilor elect I am excited to attend the Municipal League’s newly elected officials training. I am excited to learn about the various parts of municipal government and to serve the community.
H. CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine by the Village Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Approval of minutes for February 25th, 2020 Regular Council Meeting.

Motion: to approve the consent agenda, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Knight
Vote: Motion carried by unanimous vote (summary: Yes = 6).
Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

I. ITEMS REMOVED FROM CONSENT AGENDA:

J. OLD BUSINESS:

K. NEW BUSINESS:

1. Consideration, Action and Approval of Resolution 20-007, a resolution sponsoring the 26th annual Fourth of July Parade and Family Fun Day.

Motion: to approve resolution 20-007, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Lucero
Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).
Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

2. Consideration, Action and Approval of Resolution 20-008, a resolution approving the Audit for Fiscal Year 2019.

Motion: to approve resolution 20-008, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Lucero
Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).
Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

3. Discussion and consideration to publish and post Ordinance 20-003, An ordinance authorizing the execution and delivery of a loan agreement and intercept agreement by and between the Village of Corrales and the New Mexico Finance Authority, in the principal amount of $1,000,000.

Jill Sweeney: You have before you a notice authorizing the loan agreement between the Village and the New Mexico Finance Authority in the amount of $1 Million. That money is for the primary purpose of street and drainage improvements. It is payable from a 1.25% local option GRT. That tax has been in place for many years now. It is being collected and held. Following the approval of the loan, there will be an intercept agreement between the Village and the Taxation and Revenue Department. So, that tax money will go once collected, directly towards payment for the principal and interest on the loan. This before you today is just an approval to publish the notice. Notice will occur two weeks before your consideration of the ordinance. After that we go through the details and make sure everything is in place for you. We then go onto closing, which we expect to occur
around the 24th of April. It is my understanding that the Finance Authority will be ready to
requisition funds around the 17th of April, so if we can prepare requisitions in advance, they will be
ready to distribute.

**Councilor Dornburg:** Sorry, I may have misheard on my phone but I heard you say 1.25%, isn’t it
0.125%?

**Jill Sweeny:** Yes, 0.125%, you have pledged an eighth of municipal GRT.

**Motion:** to approve ordinance 20-003, **Action:** Approve, **Moved by** Mayor Pro Tem Jim Fahey,
**Seconded by** Councilor Wright

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6).

**Yes:** Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor
Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

4. Discussion and Action on the Anti - Donation Clause as it relates to Private Roads.

**Randy Aurio:** This matter has arisen from public concerns on private roads and the potential for
the community maintaining these roads. I wanted to bring it up in this fashion because there has
always been a policy that has been followed in the Village as well as other jurisdictions in New
Mexico to follow the requirements of the anti-donation clause. As you are familiar, the New
Mexico Constitution requires that all public funds be spent for public purposes and not private gain.
That can be done in many different ways. In this instance, we cannot spend our public money
maintaining by way of plowing, snow removal or things like that, private roads. That would be a
violation of the anti-donation clause. The problem with it is in its application because each case,
each road has to be looked at individually as they come up. If the public works director gets a
request for this, then they have to take a look, do a study, find a survey and find out what that road
is. It could be a dedicated public road, it could be a private road, and in either of those cases the
answer is easy. It could be a historic road that has no indication of what it is, and would require
more research. If it has been used for public use for a very long time it may create a prescriptive
easement. Then we should formally take over that particular road. If it is purely a private road, then
the Village cannot maintain that road. So with that, what I proposed to put this issue to rest is that
the governing body consider a motion to the effect that you would be reinforcing Village policy and
that you would follow the anti-donation clause, and that in each case the Village would determine
whether a road is in fact a public road or a private one. From there we would only be maintaining
public roads. That would be my recommendation.

**Councilor Clauser:** I live on a private road, but it is an interesting private road in that it also serves
a business. I think it would be a good thing to be really careful about determining a road that has
always be private or public. I think you would certainly would want to talk with everyone on a
road, because there are mixed reasons for keeping a road private.

**Randy Aurio:** You are absolutely correct, that why I stressed that each road has a unique history
and interest.

**Councilor Wright:** I am not really sure why you want to memorialize this because it is already
against the constitution. I am not sure what you are after.

**Randy Aurio:** I was attempting to satisfy a desire stated in past council meetings to make the
Village’s position clear. I do not disagree with you, I think your non-action and stating you are in
favor of continuing to enforce the anti-donation clause would be just as effective. We are not
making new policy here, and that’s why we didn’t do it more formally.

Councilor Wright: I think if we were going to memorialize it in that manner, the proper way to do
that would be to draft a resolution that can go into the packet and that we can consider. Maybe there
are some nuances that need to be considered. You mentioned one, and I know of one particular road
where part of the road may or may not be private, and another section may or may not be public.
But now, the Village has done stuff on that road for years and that might be a case of prescriptive
easement. Personally, I would like to see nuances like that written down somewhere, instead of just
saying I agree with the anti-donation clause. We have no option but to agree with the anti-donation
clause.

Councilor Fahey: What’s stopping an individual who lives on a private road from hiring the
Village to do roadwork. Isn’t that what the $200 per hour was for?

Randy Aurio: As long as you are being compensated for your work, it is okay.

Councilor Fahey: One of the issues I have been made aware of is that occasionally, people
purchase properties and then find out later when their road washes out in a rainstorm, that their road
is private and they are responsible for maintaining it. If we establish some… One of the issues has
been that people come and say, we would like to give the Village this road. My response has been,
we would be happy to take it, once you have made it a standard road. I was always told by the
engineer that we can’t just take any strip of dirt and call it a road. They had to bring it up to
standard before we could take it over, otherwise we were not following the anti-donation clause.

Randy Aurio: The issue is that many private roads were not built to any kind of modern standard.
If we are taking them over, then yes, we need to bring them up to standard. That is an issue and we
should be very cautious about what roads to make public for that very reason.

Councilor Lucero: So, to that point, is this a response to a cumulative issue that we might have, or
to particular issues we have?

Randy Aurio: There were a couple of specific issues that came up where people were requesting
maintenance and there seemed to be a lack of clarity within the community. So, the thought was
that we could provide our position clearly, which is to follow state law and that we will look at each
case case by case.

Councilor Lucero: I understand that so in the event that someone comes in and says, this is a
public road, you have to maintain it, then research would be done to determine whether it is public
or private.

Randy Aurio: Correct

Councilor Knight: I appreciate everyone’s concern about this because many people in my district
live on a sand hill, it is a huge issue for us. But maybe people who had their roads done
inadvertently thought it was always going to be done. I think it is great that the Village is offering
people on private roads maintenance. We do not want to leave you hanging, but you do have to pay
for that. So I move that we accept the idea of the anti-donation clause for private roads.

Councilor Dornburg: I am kind of with Councilor Wright on this. I don’t know if this needs to be
any sort of proclamation, ordinance or statement because its already in compliance with the existing
understanding. I am not clear what specific action needs to take place or if we are voting on
Mayor Roake: I understand that. I think when we looked at putting a resolution together, we found that it was sort of collapsing under its own weight. Perhaps even just having this open discussion among the governing body is reaffirming our principals. It is something that comes to staff a lot. So I think we just wanted to see where the governing body was standing.

Councilor Wright: My experience is that it is not the fact that people do not understand whether or not we are maintaining a private road. They just don’t know if it is private or public. In the case I am thinking about, that road has been maintained and paved, then someone comes out and says it is a private road. I do not get the point of saying we are going to follow the anti-donation clause. It seems like we should have a pretty good data base about all of this, and now that we are doing GIS stuff it seems like it should tie in with that pretty well.

Mayor Roake: I will say that our data base is improving. We are always working on that. But as is the case, sometimes a road is a little bit of this, a little bit of that, we are working on trying to get clarity. This is more or less just an affirmation that this is the general policy.

Councilor Dornburg: I think there are really two issues here. One is precedence set in the past about maintained roads either inadvertently or incorrectly according to the anti-donation clause. The other is the that there are people who very proudly live on a private road. But when the time comes, whether a road gets washed out, or maintenance must be done, then they can request such from us. Maybe it is just the minutes of this meeting that makes it clear that we are willing to help and it is going to cost money. Having improved private roads in the past in violation of the anti-donation clause, we have to be very careful about the precedent that may make us responsible for that in the future. I do not believe a proclamation or anything like that is necessary because we have been pretty clear in the past.

Randy Aurio: I do want to say I am not a proponent or opponent of the idea. The idea was to have this discussion, and it would be of no harm to do this motion. It has been discussed and it is certainly not something is necessary to establish the fact that we are following this policy. I am comfortable legally with either decision.

Mayor Roake: I am just going to take the temperature of this. Do we feel we need to make a formal motion on this or would you rather have a motion just to say we discussed it and that there is no change in policy regarding private roads?

Councilor Fahey: I really do not think that a motion is required. I am agreeing with George and David. We are upholding the constitution. Just because we have accidently done work on a road before does not mean that we have to continue to do so.

Randy Aurio: That is correct. If we have made the mistake for ten years, then that really is a horse of a different color. The instance of it has happened once does not bind the Village. It is the case by case research that will determine whether or not that issue has occurred.

Councilor Fahey: I would say the thing to do is to create policy that really lays out what people have to do in order to give their road over to the Village.

Mayor Roake: Would the governing body like to direct the Village staff to create such a policy.
**Motion:** to direct the village staff to create policy related to the transfer of private roads to the Village of Corrales. **Action:** Approve, **Moved by** Mayor Pro Tem Jim Fahey, **Seconded by** Councilor Lucero.

**Councilor Wright:** Some people really do not understand private versus public road. Maybe part of this policy will help explain the difference and the fact that the Village cannot maintain private roads.

**Administrator Curry:** I just wanted to say that I really appreciated the discussion on this especially after receiving a letter from Sandoval County this past week amplifying this issue.

**Mayor Roake:** Sandoval County has pointed out that we have some roads that came to us with Sandoval County that they have not looked at in years. They want to remove them from their inventory. In trying to be diligent, I have asked our staff to look at each and every road. What we trying to get a consistent way to address people.

Councilor Fahey withdrew the motion in lieu of looking at our current ordinances and seeing what we currently have in place.

**L. CONFIRMATION OF APPOINTMENTS:**

Elan Busse - Agriculture Committee

**Motion:** to confirm Elan Busse, **Action:** Approve, **Moved by** Councilor Clauser, **Seconded by** Councilor Wright

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6).

**Yes:** Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

**M. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:**

Work Study in April

**N. ADJOURNMENT**

A COPY OF THE AGENDA MAY BE OBTAINED AT THE VILLAGE OFFICE, 4324 CORRALES ROAD, DURING REGULAR BUSINESS HOURS OF 8:00 A.M. TO 5:00 P.M. OR ON THE WEBSITE: click on Government & Council Meetings

If you are an individual with a disability who is in need of a reader, 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 the Village Offices located at 4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes, can be provided in various accessible formats.

Please contact the Village Clerk at 897-0502, or by e-mail at sfresquez@corrales-nm.org if a summary or other type of accessible format is needed.

**NEXT REGULAR COUNCIL MEETING:** March 24th, 2020 at 6:30pm
I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and the Open Meetings Resolution 19-041.

Approved this 14th day of April 2020

____________________________________
Shannon Fresquez, Village Clerk
JoAnne Roake
Mayor

VILLAGE OF CORRALES
GOVERNING BODY

EMERGENCY MEETING
March 17th, 2020 3:00 P.M.
TELECONFERENCE

- Roll Call

Present: Mayor Jo Anne D. Roake (Not voting), Mayor Pro Tem Jim Fahey, Councilor Kevin Lucero, Councilor George Wright, Councilor Mel Knight (by phone), Councilor David Dornburg by phone, Councilor Pat Clauser.

- Approval of Agenda

Motion: to approve the agenda, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Dornburg.
Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).
Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

- Business:

1. Consideration, Action and Approval of Resolution 20-009, a declaration resolution of emergency conditions on the Village of Corrales due to COVID-19

Motion: to approve resolution 20-009, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Dornburg.

Motion: to amend resolution 20-009, Action: Approve, Moved by Councilor George Wright, Seconded by Councilor Pat Clauser.
Amendment include reinstatement of meetings that would have normally occurred. All meetings will be held in accordance with the most recent directives.

Amendment to delete paragraph 1 and 2.

Amendment to move the May 12th meeting to May 5th.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 5, No=1).
**Yes:** Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser
**No:** Mayor Pro Tem Jim Fahey

**Motion:** to approve resolution 20-009 as amended, **Action:** Approve, **Moved by** Mayor Pro Tem Jim Fahey, **Seconded by** Councilor Dornburg.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6).
**Yes:** Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey

- **Adjourn:**

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and the Open Meetings Resolution 19-041.

Approved this 14th day of April 2020

____________________________________
Shannon Fresquez, Village Clerk
JoAnne Roake  
Mayor  

AGENDA  
Village of Corrales  
Governing Body Regular Meeting March 24th, 2020 6:30pm  

This will be a Teleconference Meeting which the public is allowed to join. Please call 1-877-568-4106 and use access code 461-798-509#. For any questions regarding the teleconference meeting call Shannon at 505-897-0502.

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. GOVERNING BODY PRESENT

Present: Mayor Jo Anne D. Roake (Not voting), Mayor Pro Tem Jim Fahey, Councilor Kevin Lucero, Councilor George Wright, Councilor Mel Knight (by phone), Councilor David Dornburg by phone, Councilor Pat Clauser.

Mayor Roake: Before we move onto the normal agenda, I just wanted to acknowledge that we have three short timers with us and I wanted to offer Village thanks to all three. We have Councilor Jim Fahey, Councilor Patricia Clauser and Councilor George Wright. The community thanks you for your service and I realize this is your last meeting, I have no idea what you are going to do with your Tuesday nights from now on, but we really appreciate all the service you have provided to the community. You will be getting a certificate in the mail.

C. APPROVAL OF AGENDA

Motion: to approve the agenda, Action: Approve, Moved by Mayor Pro Tem Jim Fahey, Seconded by Councilor Dornburg.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

D. REPORTS:

1. Administrator Report
Administrator Curry: My report tonight is very brief. I wanted to remind everyone of our corona virus procedures. We are following the rules and orders put out by the Governor and the CDC. We will also continue to update anything particular to the Village on our website, so please check there. We have signs around town directing people to the website because that will be the best source of information on current affairs. The other thing I wanted to discuss which Jill Sweeny will dive into greater detail on is that as we look into the GRT bond is the anticipated increase in basis points at the New Mexico Finance Authority within the next 30 days. They are expecting a 15 basis point jump which makes it imperative that we have a good vote on this because the citizens have already voted on it, the money is already there for us and our ability to pay for it is clearly in place. I can stand for questions.

Councilor Fahey: Why do you expect it to go up by 15 basis points?

Mayor Roake: Jill is going to speak to that when we get there on the agenda.

Councilor Clauser: I am very concerned about the bonds and actually at this time. So I am very curious to here what that situation is considering our gross receipts are very low at this point.

Mayor Roake: That is why we are including it in this meeting because we know as responsible members of the governing body you need to know the information.

2. Department Reports

Councilor Elect Murray: I had a question for Chief Martinez about whether or not they are swabbing people as they come into the fire station? I mean in terms of temperature?

Mayor Roake: I do not know the answer to that, we will try to get Chief Martinez on the line. Remember that is a closed facility, so people are not entering that facility at all.

Councilor Elect Murray: I am also talking about staff coming onto duty.

Chief Martinez: We are not swabbing are coming onto duty. We have a screening protocol in place. At this time there is nothing for us in terms of testing.

Councilor Knight: I also had a question for Chief Martinez, I was reading the Bosque Commission report and I thought it was a great idea to have some of the names of the roads on the ditch there, so that way if they get into trouble they can call for assistance and know where they are located. I also wanted to know after reading the farmland preservation report about Cameron Weber? She might be looking to lease that property and I wanted to know what she was looking to put on that property.

Mayor Roake: Cameron Weber was proposing a research project that the Village was looking into. We had communications with her and it may not be a workable solution at this point. There are several possibilities at this time. There were certain conditions for Cameron that complicated our agreement. The Village is still looking for an agriculturally related use for that property.

3. Boards/Commission Reports

E. COUNCILORS FORUM: This section is for information purposes only, not for discussion and debate, to inform the Governing Body of an issue/concern that would not be addressed on the agenda during the business session.
Councilor Clauser: I would like to have an update on how things are going with Intel’s work to stop drainage issues coming off of the walkway.

Ron Curry: I met with Erica Edgerly and we walked the work being done. She is going to come down and make a presentation to the Council probably sometime in April.

F. CORRALEÑOS FORUM: This section is for information purposes only, not for discussion and debate, to inform the governing body of an issue or concern that would not be addressed on the agenda during the business session. There is a 3-minute time limit, unless approved by the Presiding Officer.

All comments must be emailed and will be read into the record. Please email comments to the Village Clerk at sfresquez@corrales-nm.org no later than 12:00 p.m. on Tuesday March 24th.

G. OLD BUSINESS:

1. Consideration, Action and Approval of Ordinance 20-001, An ordinance relating to the New Mexico Uniform Traffic Ordinance adopted by reference by the Village of Corrales; Re-adopting the uniform traffic ordinance with 2019 amendments and with exceptions to certain provisions.

Motion: to approve ordinance 20-001, Action: Approve, Moved by Councilor Pat Clauser, Seconded by Councilor Jim Fahey.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

2. Consideration, Action and Approval of Ordinance 20-002, An ordinance establishing a penalty assessment program under the New Mexico Uniform Traffic Ordinance; defining penalty assessment misdemeanors; establishing listed schedule of penalty assessments; and repealing all ordinances or parts of ordinances in conflict thereof.

Motion: to approve ordinance 20-002, Action: Approve, Moved by Councilor Jim Fahey, Seconded by Councilor Mel Knight.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

3. Consideration, Action and Approval of Ordinance 20-003, An ordinance authorizing the execution and delivery of a loan agreement and intercept agreement by and between the Village of Corrales and the New Mexico Finance Authority, in the principal amount of $1,000,000.

Jill Sweeny: We have spoken several times about the loan agreement between the New Mexico Finance Authority and the Village and as you will recall, in 2018 the voters approved the one eighth GRT to support a $1 Million street bond. The loan application has been received by the Finance Authority and approved. What you have before you tonight is an ordinance to execute the loan agreement and intercept agreement. Payments to the principal and the interest would only be allowed through the municipal gross receipts tax. The tax would be sent directly from the Taxation and Revenue Department to the Finance Authority. The question that has been raised this evening is whether or not under our current COVID-19 challenges, whether or not it is prudent to move forward with the adoption of this ordinance. As alluded to by Mr. Curry, the fluctuations in interest rates is important to note.
John Archuleta: The interest rates regarding the financing is at a net interest cost of 1.722%. If we were to go ahead and wait until next week that particular interest rate would go up to 3.422%, so we have an increase of over 175 basis points which is almost 1.75% higher than what we would have to pay on this particular financing. In regards to one of the councilor’s questions about whether you are going to have sufficient money, you already have money that you have been accumulating from the GRT. So right now, the worst case scenario is that no revenue comes in for two and a half years, you still have the money in order to be able to make your payments. So you have already accumulated sufficient monies in order to keep you afloat. Right now your principal and interest payments would be about $76,000 a year, versus if we wait, it could be in excess of $86,000 a year. The way interest rates are right now, and the way they have been going up, that 1.722% is an extremely good interest rate. As Jill mentioned, this GRT can only be used to pay the debt service on this particular loan. You do have a number of projects that you are going to be dealing with regarding these monies and you will be able to leverage $6 Million to be able to do these projects within the Village of Corrales. Any questions from anybody?

Councilor Wright: The money that has been accumulated against the GRT, can that money be used in the general fund? How much is it?

John Archuleta: No it may not. Right now we are looking at $184,000.

Councilor Wright: And that can only be used to support a GRT Bond?

John Archuleta: Yes sir.

Councilor Elect Murray: I have a question.

Mayor Roake: I will let you ask a question because you are a councilor elect, but remember you are still a member of the public.

Councilor Elect Murray: Is my understanding that the bond is for 15 years? And we can pay it off early after the first 10 years? Also, we are only getting $940,000 after the $60,000 service fee?

John Archuleta: Yes, all of those are correct.

Jill Sweeny: Just a reminder about all the projects that you have already leveraged that pertain to this GRT Bond. The completion of Meadowlark Lane and drainage. The mill and fill on Loma Larga from Penny Lane to Armijo. The beginning of the repaving of Angel Road. Finally the Salce Basin hazard mitigation work. Once the loan closes, the Village would be able to requisition those funds to continue work on those projects. With that I can stand for questions.

Councilor Lucero: I am curious why there is such a dramatic increase from now, to two weeks from now?

John Archuleta: The interest rates were actually set on the 16th, those were there interest rates provided to the Village of Corrales from the Finance Authority. The new rates came out on the 23rd, that was increase from a week ago. That means if we did not take action on this we would have to use the new rates at 3.42%. What is happening on the bond market right now with the uncertainty of everything regarding corona virus, it just means that we don’t have any more purchases of bonds. Any new financing, the interest rates are just going up.

Jill Sweeny: The finance authority sets interest rates periodically, and so we have a weekly rate that is set and locked in for us. It is contingent on the timing of our application. If we don’t act this
Councillor Wright: I think that’s crazy. No one knows where the interest rates are going, in fact the federal rates dropped and so rates are probably going nowhere but down. So that is one thing. Number two, I am not sure about that question I asked earlier about the GRT. I think we have earned that money and we could use it in the support of other things, so I wonder if someone in the Village could really answer that. I don’t think that $180,000 has to be used for bonds.

Motion: to approve ordinance 20-003, Action: Approve, Moved by Councilor Jim Fahey, Seconded by Councilor Mel Knight.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Councilor David Dornburg, Councilor George Wright, Councilor Kevin Lucero, Councilor Mel Knight, Councilor Pat Clauser, Mayor Pro Tem Jim Fahey.

H. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

Swearing in of new councilors on April 1st

I. ADJOURNMENT

A COPY OF THE AGENDA MAY BE OBTAINED AT THE VILLAGE OFFICE, 4324 CORRALES ROAD, DURING REGULAR BUSINESS HOURS OF 8:00 A.M. TO 5:00 P.M. OR ON THE WEBSITE: www.Corrales-NM.org click on Government & Council Meetings

If you are an individual with a disability who is in need of a reader, 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 the Village Offices located at 4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at 897-0502, or by e-mail at sfresquez@corrales-nm.org if a summary or other type of accessible format is needed.

NEXT REGULAR COUNCIL MEETING: April 14th, 2020 at 6:30pm

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and the Open Meetings Resolution 19-041.

Approved this 14th day of April 2020

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Shannon Fresquez, Village Clerk