

MINUTES
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE
6718 RIO GRANDE BOULEVARD NW
BOARD OF TRUSTEES SPECIAL MEETING CALLED BY MAYOR LOPEZ
APRIL 3, 2019
6:00 P.M.

Present:

Donald T. Lopez, Mayor
Mary Homan, Mayor Pro Tem/Trustee
Pablo Rael, Trustee
Allen Lewis, Trustee

Bob Perls, Administrator
Danielle Sedillo-Molina, Clerk
Bill Chappell, Attorney
Tim McDonough, Planning & Zoning
Director

Absent: Excused-Nancy Haines, Treasurer

Before calling the meeting to order, the Mayor led the guests in The Pledge of Allegiance.

1. CALL TO ORDER

Mayor Lopez called the special meeting to order at 6:02 p.m.

Mayor Lopez asks for a motion to approve the agenda

MOTION: Trustee Homan moved to approve the agenda

SECONDED: Trustee Rael

CARRIED: Motion Passed 3-0 (Trustee Rael-Yes; Trustee Homan-Yes; Trustee Lewis-Yes).

2. PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT]

(PLEASE SIGN IN WITH THE CLERK IF YOU WISH TO SPEAK UNDER PUBLIC COMMENT ON AN ITEM THAT IS NOT ALREADY ON THIS AGENDA)

A. David Hudson, 529 Roehl Road NW:

- i. Chairman of the Lavender, discussed the Lavender Festival several weeks ago, where he presented numbers and a plan which consists of planting lavender, and costs which were submitted. He has not received comments, suggestions or a check. What does the Village need from the lavender committee?

Mayor Lopez apologized and will have Mr. Perls delve into it at 8:00 am tomorrow to find out why you have not received a response. The festival is critical to the Village, always has been, always will be. Let's let Mr. Perls deal with this right away tomorrow.

Bob Keers, 7037 Guadalupe Trail;

- i. Who is paying for the orange barrels on Fourth Street? There is no apparent progress being done. Are we paying for that?

Mayor Lopez stated that the contractor pays, but we indirectly pay for all traffic control.

3. OLD BUSINESS

A. NONE

4. NEW BUSINESS

A. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2019-4-1, IN ACCORDANCE WITH THE NEW MEXICO PROCUREMENT CODE NMSA 1978, §§ 13-1-28 THROUGH 13-1-199 (1984, AS AMENDED THROUGH 2016), AUTHORIZING APPROVAL ACTION BY THE GOVERNING BODY TO BE IN FULL COMPLIANCE WITH THE PROVISIONS OF THE STATE OF NEW MEXICO PROCUREMENT CODE.

Mr. Perls reported that to be in strict compliance with the state procurement requirements, the Village needs to create a central purchasing office. By being in full compliance, all purchases should be made by the Chief Procurement Officer, which will be me. I will go through the certification process next week. We need to make a really quick purchase for an attorney and secure some services that we really need right now.

Mr. Bill Chappell stated there were some things that needed to be done as far as the procurement code. Under the statutes, the governing body is required to designate a central purchasing office. The governing body should enact some regulations with respect to procurement of professional services and procuring services that are not professional. At the request of the Mayor, I went back to make sure that we comply. So, what I put together was some very simple regulations that the governing body is supposed to adopt. What I put in here is equivalent to what the regulations are that apply to state agencies that don't apply to local municipalities. I put some of those regulations along with the statutory references as to how they should come about. The governing body is able to

determine what constitutes professional services. Went further and talked about other procurements, those are for non-professional services, contracts, purchase of goods and services that are not included in professional category. I tried to incorporate those things in there to come up with something fully functional and a fully compliant resolution so that down the road we have it documented. This governing body is also designated as the board of finance for the Village. So ultimately you have all the control, but under this resolution, as there is in the state statute, there is no limitation as to the amount of money spent, provided it has to comply with the procurement code, it has to comply with the regulations you have adopted, and it has to be in the approved budget. The Mayor through the procurement officer, can move forward with those procurements.

Trustee Lewis mentioned that because this is unusual, I want to open it up to the audience.

David Hudson asked how has this been handled in the past?

Trustee Lewis replied that we had Kelly in the past, he was our procurement officer, so we haven't had to do that in the past.

Mr. Chappell indicated that the procedure that was used then is used now. If it was in the budget they did those things, if not, they came back to the board for the approval. No change in the process, just as a legal matter, to be in complete compliance.

Tom Riccobene, 532 Westgate Lane NW Los Ranchos; asked that with Mr. Chappell leaving, you need to hire a replacement, but that replacement will be a short term, until you get a request for proposal. Because this is a small purchase then why the meeting other than to go ahead and get notice out to follow state code?

Mr. Chappell replied, yes, in order to be in full compliance with the code, we need to pass this resolution.

Trustee Lewis also commented that we also need to be able to start the RFP process as quickly as possible.

Tom Riccobene stated even though we have a 60-day pass from the state, we have to put a resolution in?

Mr. Chappell further stated yes, and that the central purchasing office is the Mayor's office and he has designated Mr. Perls.

Mr. Perls indicated that the letter from the state designates me that I have the temporary 60-day.

Mayor Lopez asked for any further questions from the audience or any other Questions.

Mayor Lopez asked for a motion

MOVED: Trustee Lewis moved to approve the resolution No. 2019-04-01 regarding the Procurement Code Compliance.
SECONDED: Trustee Homan
CARRIED: Motion Passed 3-0 (Trustee Homan-Yes; Trustee Lewis-Yes; Trustee Rael-Yes).

5. ADJOURNMENT

Mayor Lopez asked for a motion to adjourn the special meeting.

MOVED: Trustee Rael moved to adjourn the meeting
SECONDED: Trustee Lewis
CARRIED: Motion Passed 3-0 (Trustee Rael-Yes; Trustee Homan-Yes; Trustee Lewis-Yes).

The special meeting was adjourned at 6:28 p.m.

APPROVED by the Board of Trustees of the Village of Los Ranchos de Albuquerque on this 8th of May 2019.


Danielle Sedillo-Molina, Village Clerk