



VILLAGE OF MAGDALENA
PO BOX 145, MAGDALENA, NM 87825
P. 575.854.2261 F. 575.854.2273
WWW.VILLAGEOFMAGDALENA.COM

AGENDA
NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, DECEMBER 14, 2020
VILLAGE HALL 108 N. MAIN STREET 6:00 PM

DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED DECEMBER 2, 2020 LIMITING GATHERINGS TO 5 PERSONS OR LESS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM AT THE FOLLOWING LINK:

<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

Meeting ID: 486 115 5997
Passcode: MAGDALENA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - a. REGULAR MEETING – NOVEMBER 23, 2020
6. APPROVAL OF CASH BALANCE REPORT
7. APPROVAL OF BILLS
8. MAYOR'S REPORT
9. CLERK'S REPORT
10. DEPARTMENT REPORTS
 - a. EMS
 - b. FIRE
 - c. MARSHAL
 - d. JUDGE
 - e. PUBLIC WORKS
 - f. LIBRARY
11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF BUDGET ADJUSTMENT RESOLUTION NO. 2020-24, FISCAL YEAR 2020-2021
12. PUBLIC HEARING – DISCUSSION & POSSIBLE DECISION CONCERNING SUBMISSION OF APPLICATION TO NEW MEXICO FINANCE AUTHORITY REGARDING AMBULANCE PURCHASE
13. EXECUTIVE SESSION - THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:
 - a. JOINT UTILITY WORKER

- MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION
- MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1

14. DISCUSSION & POSSIBLE DECISION TO POST JOINT UTILITY WORKER POSITION

15. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE VIA EMAIL AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES (IF LESS THAN 3 MINUTES) BY EMAILING COMMENTS TO: mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, DECEMBER 14, 2020 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS.

16. ADJOURNMENT

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. 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 MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

DRAFT

MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES HELD MONDAY, NOVEMBER 23, 2020 AT 6:00 PM

DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED OCTOBER 16, 2020 LIMITING GATHERINGS TO LESS THAN 5 PERSONS OR LESS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM AT THE FOLLOWING LINK:

<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

Meeting ID: 4861155997

Passcode: MAGDALENA

Mayor Richard Rumpf called the meeting to order at 5:59 p.m.

PRESENT: Mayor Richard Rumpf, Clark Brown- Trustee, Francesca Gutierrez- Clerk/Treasurer, Carleen Gomez - Deputy Clerk, Kathy Stout - Attorney

Participating via Video Conference: Trustees: Donna Dawson, James Nelson, Harvan Conrad, Michael Steininger

GUESTS: Sabrina Aragon - Assistant Clerk

Mayor Richard Rumpf requested that all those present recite the Pledge of Allegiance.

APPROVAL OF AGENDA: Harvan Conrad made a motion to approve the agenda as presented. The motion was seconded by Clark Brown. The motion carried unanimously.

APPROVAL OF MINUTES: Donna Dawson made a motion to approve the minutes of the Regular Meeting held on November 9, 2020, as presented. The motion was seconded by Harvan Conrad. The motion carried unanimously.

APPROVAL OF CASH BALANCE REPORT: Donna Dawson made a motion to approve the cash balance report, as presented. The motion was seconded by Clark Brown. The motion carried unanimously.

APPROVAL OF BILLS: Carleen Gomez announced there were two additional bills to be added to the bill list. The first was for Socorro Electric in the amount of \$3,818.24 and the second for Consultant Pharmacist in the amount of \$431.50. Donna Dawson made a motion to approve the bill list with the additions. The motion was seconded by Harvan Conrad. The motion carried unanimously.

BILL LIST

Central Region Educational	\$206.17
City of Socorro	\$2,558.56
Henry Schein, INC	\$72.31
Inventory Trading Co	\$270.00
Jacob Finch	\$1,074.38
Konica Minolta	\$993.86
Lowes Companies	\$725.26
O'Reilly Auto Parts	\$636.57

ProVelocity	\$575.00
Public Safety Center	\$178.95
Quill	\$658.52
Route 60 Trading Post	\$100.00
Sierra Propane	\$182.45
Vexus Fiber	\$111.69
WS Darley	\$100.85
Socorro Electric	\$3,818.24
Consultant Pharmacist	\$431.50
Total	\$12,694.31

MAYOR'S REPORT

Mayor Rumpf stated that he is looking to upgrade or replace the ambulance. He said that the ambulance is 23 years old and recently had the alternator replaced. He explained that a new one costs roughly \$135,000 and a used one costs around \$44-56k. He is waiting to hear from Valencia County to see if the ones they are taking out of service are in good condition. He is also waiting to hear back if Fire funds can be used to purchase one. Mayor Rumpf also mentioned there was an issue with the trash truck funding and are waiting on the audit review for more information. The Mayor also reported that the Kid's Science Café is about 80% complete in installing the telescope and it is all being done by volunteers.

CLERK'S REPORT

Clerk/Treasurer Francesca Gutierrez had nothing to report.

DISCUSSION & POSSIBLE DECISION TO SUBMIT REVISIONS TO SOCORRO ELECTRIC COOPERATIVE REGARDING FRANCHISE AGREEMENT

Donna Dawson motioned to approve the Socorro Electric Franchise Agreement as presented and submit it to SEC for final approval. Harvan Conrad seconded the motion.

Clerk/Treasurer Gutierrez requested a roll call vote:

James Nelson- Abstain – currently on the SEC Board

Donna Dawson- AYE

Harvan Conrad- AYE

Clark Brown- AYE

The motion carried unanimously.

DISCUSSION & POSSIBLE DECISION CONCERNING AN EMERGENCY COVID POLICY FOR EMPLOYEE LEAVE

Attorney Kathy Stout presented what is required for COVID leave. The first 80 hours of leave to quarantine is paid at regular pay. The second 80 hours is paid at 2/3 if you must care for a family member or child if they are COVID positive. If the employee is out longer than the second 80 hours, they will have to use their sick leave or unpaid leave. Attorney Kathy Stout asked if the Board wants to offer more benefits. Donna Dawson suggested using personal leave if they leave the State for leisure purposes and suggests extending leave if the employee is very ill or recovering. Harvan suggested ½ pay if the employee is very ill so the employee is not without pay. Attorney Kathy Stout suggested testing negative before returning to work because the current policy states the employee must be fit for duty. Clerk/Treasurer Francesca Gutierrez stated that the Village missed out on the Cares Act, but the Village could possibly get reimbursed for payroll expenses through the Coronavirus Relief Act. Attorney Kathy Stout stated that she will write up a policy laying out the provisions.

Donna Dawson motioned to approve allowing ½ pay for the second 80 hours and negative test results to return to work. Harvan Conrad seconded the motion.

Clerk/Treasurer Gutierrez requested a roll call vote:

Harvan Conrad- AYE

James Nelson- AYE

Donna Dawson- AYE

Clark Brown-AYE

The motion carried unanimously.

DISCUSSION & POSSIBLE DECISION TO POST DEPUTY MARSHAL POSITION

Mayor Rumpf stated that Deputy Mariano Fraere did not qualify for the firearms. The State decided he needed to take the full Law Enforcement Academy and not just the waiver. His year will be up in February and is aware that at that time his position will be vacant.

Donna Dawson motioned to approve posting the Deputy Marshal job position. Clark Brown seconded the motion.

Clerk/ Treasurer Gutierrez requested a roll call vote:

Harvan Conrad-AYE

Clark Brown-AYE

Donna Dawson-AYE

James Nelson-AYE

The motion carried unanimously.

PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE VIA EMAIL AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES (IF LESS THAN 3 MINUTES) BY EMAILING COMMENTS TO: mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, NOVEMBER 23, 2020 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS.

Mayor Rumpf stated that he did not receive any public comments.

Trustee Donna Dawson motioned to adjourn the meeting at 6:27pm. The motion was seconded by Clark Brown. The motion carried unanimously.

Respectfully Submitted,

Francesca Gutierrez
Clerk/Treasurer

Richard Rumpf
Mayor

Carleen Gomez

From: Jim Nelson <jcnelson@villageofmagdalena.com>
Sent: Wednesday, December 9, 2020 3:23 PM
To: Carleen Gomez
Subject: Re: Department Reports Due

13 EMS calls in November

Jim Nelson

Trustee
EMS coordinator
Village of Magdalena

On 12/9/2020 3:20 PM, Carleen Gomez wrote:

Good Afternoon,

Just a reminder that Department Reports are due this Friday, 12/11/2020 by noon. If you have already submitted your report please disregard this email. If you have any question please let me know.

Thank you,

Carleen Gomez, CMC

Deputy Clerk/Court Clerk

Village of Magdalena
Magdalena Municipal Court
P.O. Box 145
108 N. Main Street
Magdalena, NM 87825
Ph (575)854-2261
Fax (575)854-2273
Office Hours: Monday – Friday 8AM to 5PM
Closed for the Lunch Hour – 12 to 1
www.villageofmagdalena.com



Magdalena Marshal's Office

<i>Monthly Report</i>	<u>Month: NOV 2020</u>	<u>Year: 2020</u>
Marshal Zamora	ID#:Mag-1	
Total Miles Driven:		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	7	4 C/A 2 P/A 202.00
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS	2	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS		
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	4	
PUBLIC SERVICE	5	
NM STATE POLICE		
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<u>OTHER:</u>		
ALARM CALLS	1	
FINGERPRINTING		
Driving Tests		
Misc. Cases	11	
<u>TOTALS:</u>	30	202

MAGDALENA MARSHAL DEPARTMENT**MONTHLY VEHICLE EXPENDITURE REPORT**For the month of : **NOV** Year: **2020**License Number: **G93062**Make and Model: **FORD EXPID.2015**

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2	62991	63206	215	20.6	44.55			02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12	63206	63409	203	20	44.05			Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15								Date
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21	63409	63622	213	17.7	39			Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			631	58.3	127			

I certify that the above is correct to the best of my knowledge.

Signature: Title: **MARSHAL**

Magdalena Marshal's Office

<i>Monthly Report</i>	<i>Month: Novemb</i>	<i>Year: 2020</i>
Deputy Valenzuela	ID#:Mag-2	
Total Miles Driven:		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS/ Stops Ordinances	5	
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS	0	
ANIMAL CONTROL/ CALLS CITATIONS	0	0
TRAFFIC ACCIDENTS	3 (County)	0
D.W.I. ARRESTS	0	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	5	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY		
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	2	
PUBLIC SERVICE	4	
NM STATE POLICE	2	
SHERIFF'S OFFICE	0	
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<u>OTHER:</u>		
ALARM CALLS	3	
FINGERPRINTING	1	
Driving Tests	0	
Misc. Cases	3	
<u>TOTALS:</u>	28	0

MAGDALENA MARSHAL DEPARTMENT**MONTHLY VEHICLE EXPENDITURE REPORT**

For the month of : December Year: 2020

License Number: _ G

Make and Model: _ Chevy Sil

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Mainte
1		89301		17.6	38.75			01 Chass
2								02 Electri
3								03 Engine
4								04 Gener
5								05 Interio
6	89301	89624	324	21.1	46.5			06 Lubric
7								07 Miscel
8								09 Tire P
9	89624	89935	311	21.3	\$47.00			10 Tire R
10								11 Wash
11								(Attach C
12								Invoice N
13								3 7
14								Invoice No.
15								
16								Invoice No.
17								Code:_____
18								Invoice No.
19								Code:_____
20								Invoice No.
21								Code:_____
22								Invoice No.
23								Code:_____
24								Invoice No.
25								Code:_____
26								Invoice No.
27								Code:_____
28								Invoice No.
29	89935	90201	266	22.5	67.5			Code:_____
30								Invoice No.
31								
Totals		899	900	82.5	199.75			

I certify that the above is correct to the best of my knowledge.

Signature: 

Title: Deputy Valenzuela

Magdalena Marshal's Office

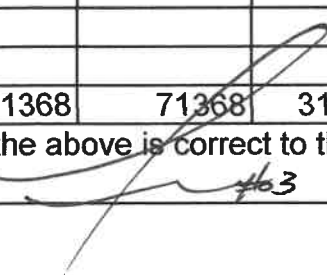
Monthly Report	Month: Nov	Year: 2020
FRAERE, Mariano <i>#03</i>	Badge# Mag 03	
GENERAL CALLS / REPORTS:	TOTAL	REVENUE
TRAFFIC CITATIONS: Village Ordinances	1	\$54.00
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
HARASSMENT		
TRESPASSING	1	
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
VEHICLE CRASH	1	
CRIMINAL INVESTIGATIONS		
JUVENILE CASES		
DOMESTIC CASES	3	
CRIMINAL DAMAGE PROPERTY		
WELFARE		
ASSISTANCE CALLS:		
AMBULANCE/FIRE		
PUBLIC SERVICE		
NM STATE POLICE		
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS		
FINGER PRINTS		
DRIVING TEST		
MISC. CASES		
WARRANT ARREST		
TOTALS:	6	\$54.00

MAGDALENA MARSHALS DEPARTMENT**Monthly Vehicle Expenditure Report**

For the Month of: November Year: 2020

License Plate #: G97490

Make and Model: 2016, Chev, Silverado

Report due by the 10th of the Month								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	71058	71202	144	17.15	\$49.74			
2								
3								
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice# _____ Amt\$ _____
13	71202	71368	166	17.83	\$51.69			
14								Invoice No# _____ Amt\$ _____
15								Date _____
16								Invoice No# _____ Amt\$ _____
17								Code: _____ Date: _____
18								Invoice# _____ Amt\$ _____
19								Code: _____ Date: _____
20								Invoice# _____ Amt\$ _____
21								Code: _____ Date: _____
22								Invoice# _____ Amt\$ _____
23								Code: _____ Date: _____
24								Invoice# _____ Amt\$ _____
25								Code: _____ Date: _____
26								Invoice# _____ Amt\$ _____
27	71368							Code: _____ Date: _____
28								Invoice# _____ Amt\$ _____
29								Code: _____ Date: _____
30								Invoice# _____ Amt\$ _____
31								
Totals	71368	71368	310	34.98	\$101.43			
I certify that the above is correct to the best of my knowledge.								
Signature:  Title: Deputy FRAERE 03								



JUDGE'S REPORT NOVEMBER 2020

The Magdalena Municipal Court continues to follow all required COVID guidelines set forth by the Supreme Court of the State of New Mexico.

Cases heard in November 2020

Assault – Telephonic Arraignment

Defendant plead not guilty – Trial will be set for January 2021

Total: \$0.00

Speeding – 50 mph/25 mph zone – Telephonic Arraignment

Defendant's Attorney plead not guilty on defendant's behalf – Trial will be set for January 2021

Total: \$0.00

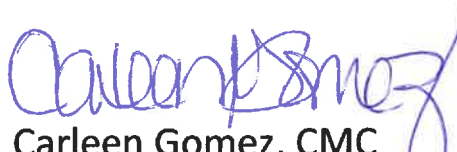
Speeding – 43 mph/30 mph zone – Telephonic Arraignment

Defendant plead not guilty – Trial will be set for January 2021

TOTAL: \$0.00

Respectfully Submitted,

Simon Armijo
Magdalena Municipal Judge


Carleen Gomez, CMC
Deputy Clerk/Court Clerk

Librarian's Report NOVEMBER 2020

	NOVEMBER 2020	NOVEMBER 2019
Days Open	9 days (52 hours)	19 (109 hours)
Days Closed (other than norm)	11 – see below	3 (Veteran's Day + Thanksgiving)
Visitors	105	353 (282 + 71 @ events)
Museum Visits	0	21
New Patrons/Library Cards	2	5
# of Volunteers	1	7
Volunteer Hours	11 hours	33 hours

Events:

	NOVEMBER 2020	NOVEMBER 2019
Number of Events	1	7
Total # of People (for events)	9	71

Date:		# of People:
11/6	Code Club	8 Kids + 1 Adult

Circulation

	NOVEMBER 2020	NOVEMBER 2019
# of Books	51 (5 Juvenile)	94 (24 J – 17 Y – 1 YA)
# of DVDs	24	133
# of Books on CD	0	3
Total Books/DVDs/Audio	75	230
# of eBooks	60	115
# of Online Audio	42	45
Total eBooks/Online Audio	102	160
Total Circulation	177	390
ILL Processed	2 books	2 Books

Computers/Wi-Fi

	NOVEMBER 2020	NOVEMBER 2019
# Computer Sign ins	9	49
Total Unique Wi-Fi Uses*	147	--
Avg. # Wi-Fi Users per day	14	--
Avg. Usage per User	3.31 GB	--

*Total Unique Wi-Fi Uses = How many distinct devices used the Wi-Fi– each device only counted once, regardless of days used.

Other:

11/11 Wednesday – Closed for Veteran's Day

11/26-11/30 – Closed by Governor's Order RE: Covid-19

Internet was out from early Sunday 11/8 through about noon on Tuesday 11/10. There was a power surge on Sunday that knocked out power to the equipment. When I got into the building on Tuesday, I contacted the State Library Tech Services person, who walked me through bringing up the system. I rearranged the battery back ups for the internet equipment so this shouldn't happen again.

Closed during December by my request with approval from Clerk (Francesca) and Mayor (ZW). Technically, according to the newest order, I could open at 25% of max capacity. However, numbers in the county are still pretty high and I don't feel good about opening right now. In the red-yellow-green scale, Socorro county is red. When we get closer to being yellow, I will reopen.

While closed I have worked on inventory, cleaning, re-cataloging, updating the website, other clerical work, and circulation. I still offer curbside services – people can call or email me to check out items and I'll take it to them outside. Same with printing or making copies. I'm also still answering reference questions via phone and email.

Christmas Activities:

We can't have Santa at the Library this year due to Covid-19 concerns. Instead, ZW has agreed to do a virtual reading on Facebook. The Library is also partnering with Village Hall to give away Free Books from Santa, as part of their Toys for Tots program. Books were donated by the Friends of the Library and the Kiwanis Club – major thanks to both of them!

The Village's event will be on Monday, December 21st from 9am-12pm. Santa will then be on the Library's Facebook at 1pm to read to kids.

Also, thank you to ZW for putting up weather stripping on the middle door – it's been a huge help! And to Nehemiah for help with the propane.

**Respectfully Submitted,
Ivy Stover,
Library Director**

**STATE OF NEW MEXICO
VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
BUDGET ADJUSTMENT RESOLUTION NO. 2020-24
FY 2020-2021**

WHEREAS, the Board of Trustees of the Village of Magdalena met in regular session on **December 14, 2020** and proposes to make certain budget transfer(s), increase(s), or decrease(s) and

WHEREAS, said budget was adjusted based on need and through cooperation with all user departments, elected officials and other department supervisors, **as summarized on the attached sheet**; and

WHEREAS, the official meeting for review of said documents was duly advertised in compliance with the State Open Meetings Act; and

WHEREAS, it is the majority opinion of this Board that the adjusted budget meets the requirements as currently determined.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Governing Body of the Village of Magdalena, State of New Mexico, hereby adopts the budget adjustment hereinabove described and attached and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

PASSED, ADOPTED and APPROVED, this _____ day of _____, 2020.

Attest:

Francesca Gutierrez, Clerk/Treasurer

Richard Rumpf, Mayor

(seal)

REVENUE/EXPENDITURE REPORT

Page: 1
12/5/2020
12:56 pm

Village of Magdalena

For the Period: 7/1/2020 to 12/31/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Revenues

Dept: 00

41000 PROPERTY TAX (CURRENT & PRIOR)	8,369.00	8,060.00	666.08	0.00	0.00	7,393.92	8.3
41100 FRANCHISE FEES	15,947.00	15,947.00	5,375.74	0.00	0.00	10,571.26	33.7
41150 GROSS RECEIPTS-LOCAL OPTION	96,242.00	96,242.00	32,916.68	0.00	0.00	63,325.32	34.2
41180 GROSS RECEIPTS-HOUSE BILL 6	0.00	0.00	6,887.84	0.00	0.00	-6,887.84	0.0
41910 CONTRIBUTIONS & DONATIONS	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
41925 SALES-OTHER	0.00	0.00	10.00	0.00	0.00	-10.00	0.0
41930 MISCELLANEOUS INCOME	0.00	0.00	5.25	0.00	0.00	-5.25	0.0
41935 REIMBURSEMENTS & REFUNDS	0.00	0.00	43.95	0.00	0.00	-43.95	0.0
42100 GROSS RECEIPTS-STATE SHARE	86,797.00	86,797.00	32,461.22	0.00	0.00	54,335.78	37.4
42200 GAS (COMBINED FUEL) TAXES	11,637.00	11,637.00	5,978.04	0.00	0.00	5,658.96	51.4
42300 MOTOR VEHICLE	2,146.00	2,146.00	842.30	0.00	0.00	1,303.70	39.2
42500 GRANTS - STATE	0.00	0.00	124,488.59	74,186.00	0.00	-124,488.59	0.0
44000 SMALL CITIES ASSISTANCE	180,000.00	180,000.00	0.00	0.00	0.00	180,000.00	0.0
45100 ANIMAL LICENSES	54.00	54.00	0.00	0.00	0.00	54.00	0.0
45200 BUSINESS LICENSES	2,508.00	2,508.00	280.00	0.00	0.00	2,228.00	11.2
46110 AIRPORT HANGER RENTALS	1,900.00	1,900.00	0.00	0.00	0.00	1,900.00	0.0
46125 NOTARY FEE SERVICE	1,002.00	1,002.00	495.00	10.00	0.00	507.00	49.4
46126 CONVENIENCE FEE	246.00	246.00	130.00	0.00	0.00	116.00	52.8
46130 POLICE SERVICES-SPECIAL	312.00	312.00	50.00	0.00	0.00	262.00	16.0
46140 PRINTING, COPYING AND FAX	341.00	341.00	212.00	0.00	0.00	129.00	62.2
46150 RENTAL OF PUBLIC FACILITIES	2,400.00	2,400.00	500.00	0.00	0.00	1,900.00	20.8
47001 COURT FINES	13,390.00	13,390.00	2,652.00	44.00	0.00	10,738.00	19.8
48000 INTEREST INCOME	268.00	268.00	47.44	0.00	0.00	220.56	17.7

Dept: 00	423,559.00	423,250.00	214,542.13	74,240.00	0.00	208,707.87	50.7
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Revenues	423,559.00	423,250.00	214,542.13	74,240.00	0.00	208,707.87	50.7
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Expenditures

Dept: 01 EXECUTIVE /LEGISLATIVE

50010 ELECTED OFFICIAL SALARIES	6,000.00	6,000.00	2,500.00	0.00	0.00	3,500.00	41.7
51010 FICA MEDICARE	87.00	87.00	36.25	0.00	0.00	50.75	41.7
51020 FICA REGULAR	372.00	372.00	155.00	0.00	0.00	217.00	41.7
51090 WORKERS COMP INSURANCE PREM	0.00	0.00	81.64	0.00	0.00	-81.64	0.0
52030 BOOKS, PERIODICALS & SOFTWARE	719.00	719.00	0.00	0.00	0.00	719.00	0.0
52060 EMPLOYEE TRAINING	1,482.00	1,482.00	0.00	0.00	350.00	1,132.00	23.6
52080 LIABILITY & PROPERTY INSURANCE	409.00	409.00	0.00	0.00	0.00	409.00	0.0
52090 EMPLOYEE TRAVEL	920.00	920.00	0.00	0.00	0.00	920.00	0.0
52110 PRINTING AND PUBLISHING	128.00	128.00	0.00	0.00	0.00	128.00	0.0
53050 FUEL-GASOLINE AND DIESEL	991.00	991.00	284.06	0.00	761.12	-54.18	105.5
53110 SUPPLIES-OFFICE SUPPLIES	224.00	224.00	0.00	0.00	0.00	224.00	0.0
53120 SUPPLIES-OTHER	1,115.00	1,115.00	220.50	0.00	0.00	894.50	19.8
53150 SUPPLIES-VEHICLES	496.00	496.00	0.00	0.00	0.00	496.00	0.0
53160 TELEPHONE, CELL AND INTERNET	1,253.00	1,253.00	559.85	0.00	693.15	0.00	100.0
55050 REPAIR & MAINT-VEHICLES	58.00	58.00	27.96	0.00	0.00	30.04	48.2
58200 OTHER PROFESSIONAL SERVICES	2,298.00	2,298.00	960.00	0.00	1,344.00	-6.00	100.3

EXECUTIVE /LEGISLATIVE	16,552.00	16,552.00	4,825.26	0.00	3,148.27	8,578.47	48.2
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Dept: 02 JUDICIAL

50010 ELECTED OFFICIAL SALARIES	2,400.00	2,400.00	1,000.00	0.00	0.00	1,400.00	41.7
50020 FULL TIME EMPLOYEE WAGES	11,571.00	9,171.00	3,859.85	0.00	0.00	5,311.15	42.1
51010 FICA MEDICARE	168.00	168.00	70.47	0.00	0.00	97.53	41.9
51020 FICA REGULAR	717.00	718.00	301.30	0.00	0.00	416.70	42.0
51030 GROUP HEALTHCARE INSURANCE	2,344.00	1,745.00	726.79	0.00	0.00	1,018.21	41.6
51050 PERA RETIREMENT CONTRIBUTIONS	885.00	886.00	371.81	0.00	0.00	514.19	42.0
51070 UNEMPLOYMENT COMP INSURANCE	37.00	37.00	7.28	0.00	0.00	29.72	19.7
51080 WORKERS COMP FEE ASSESSMENT	10.00	10.00	0.58	0.00	0.00	9.42	5.8
51090 WORKERS COMP INSURANCE PREM	0.00	0.00	288.07	0.00	0.00	-288.07	0.0
52030 BOOKS, PERIODICALS & SOFTWARE	288.00	288.00	0.00	0.00	0.00	288.00	0.0
52050 DUES, SUBSCRIPT & MEMBERSHIPS	252.00	252.00	210.00	0.00	0.00	42.00	83.3
53120 SUPPLIES-OTHER	75.00	75.00	159.15	0.00	0.00	-84.15	212.2

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 12/31/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Expenditures

Dept: 05 PS - POLICE DEPARTMENT							
53130 SUPPLIES-SAFETY EQUIPMENT	1,200.00	1,200.00	273.75	0.00	0.00	926.25	22.8
53140 SUPPLIES-UNIFORM & LINEN	1,747.00	1,747.00	0.00	0.00	89.99	1,657.01	5.2
53150 SUPPLIES-VEHICLES	109.00	109.00	0.00	0.00	0.00	109.00	0.0
53160 TELEPHONE, CELL AND INTERNET	6,154.00	6,154.00	2,427.72	0.00	3,768.66	-42.38	100.7
53170 UTILITIES-ELECTRIC AND PROPANE	3,748.00	3,748.00	802.98	0.00	3,197.02	-252.00	106.7
55020 REPAIR & MAINT-EQUIP & MACH	292.00	292.00	0.00	0.00	0.00	292.00	0.0
55050 REPAIR & MAINT-VEHICLES	3,327.00	3,327.00	1,667.55	0.00	897.45	762.00	77.1
58180 MEDICAL, PYCH, DRUG TESTING	170.00	170.00	512.64	0.00	0.00	-342.64	301.6
58200 OTHER PROFESSIONAL SERVICES	1,218.00	1,218.00	71.02	0.00	0.00	1,146.98	5.8

PS - POLICE DEPARTMENT	247,472.00	242,486.00	103,078.82	0.00	16,185.89	123,221.29	49.2
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Dept: 07 STREET							
50020 FULL TIME EMPLOYEE WAGES	15,339.00	15,339.00	6,455.22	0.00	0.00	8,883.78	42.1
50050 OVERTIME WAGES	436.00	436.00	0.00	0.00	0.00	436.00	0.0
51010 FICA MEDICARE	222.00	222.00	93.62	0.00	0.00	128.38	42.2
51020 FICA REGULAR	951.00	951.00	400.23	0.00	0.00	550.77	42.1
51030 GROUP HEALTHCARE INSURANCE	4,688.00	3,489.00	1,453.52	0.00	0.00	2,035.48	41.7
51050 PERA RETIREMENT CONTRIBUTIONS	1,173.00	1,173.00	493.85	0.00	0.00	679.15	42.1
51070 UNEMPLOYMENT COMP INSURANCE	74.00	74.00	18.84	0.00	0.00	55.16	25.5
51080 WORKERS COMP FEE ASSESSMENT	10.00	10.00	1.16	0.00	0.00	8.84	11.6
51090 WORKERS COMP INSURANCE PREM	0.00	0.00	238.37	0.00	0.00	-238.37	0.0
53050 FUEL-GASOLINE AND DIESEL	722.00	722.00	261.63	0.00	524.60	-64.23	108.9
53080 SUPPLIES-BUILDING & STRUCTURES	580.00	580.00	193.01	0.00	306.99	80.00	86.2
53090 SUPPLIES-EQUIPMENT & MACHINERY	188.00	188.00	559.37	0.00	0.00	-371.37	297.5
53120 SUPPLIES-OTHER	891.00	891.00	228.90	0.00	0.00	662.10	25.7
53150 SUPPLIES-VEHICLES	823.00	823.00	82.85	0.00	0.00	740.15	10.1
53170 UTILITIES-ELECTRIC AND PROPANE	17,000.00	17,000.00	7,036.34	0.00	10,063.66	-100.00	100.6
55020 REPAIR & MAINT-EQUIP & MACH	751.00	751.00	97.12	0.00	0.00	653.88	12.9
55030 REPAIR & MAINT-GROUNDS & ROADS	10,662.00	10,662.00	327.00	0.00	0.00	10,335.00	3.1
55050 REPAIR & MAINT-VEHICLES	593.00	593.00	11.97	0.00	288.03	293.00	50.6
57310 RENT/LEASE-EQUIP AND MACHINE	60.00	60.00	1,339.08	0.00	1,339.80	-2,618.88	4464.8

STREET	55,163.00	53,964.00	19,292.08	0.00	12,523.08	22,148.84	59.0
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Dept: 11 C&R - PARKS & RECREATION							
52080 LIABILITY & PROPERTY INSURANCE	2,108.00	2,108.00	1,548.51	0.00	0.00	559.49	73.5
53080 SUPPLIES-BUILDING & STRUCTURES	24.00	24.00	26.32	0.00	173.68	-176.00	833.3
53120 SUPPLIES-OTHER	102.00	102.00	0.00	0.00	0.00	102.00	0.0
53170 UTILITIES-ELECTRIC AND PROPANE	2,447.00	2,447.00	592.64	0.00	1,907.36	-53.00	102.2
55010 REPAIR & MAINT-BUILD & STRUCT	1,382.00	1,382.00	118.77	0.00	0.00	1,263.23	8.6
55020 REPAIR & MAINT-EQUIP & MACH	40.00	40.00	0.00	0.00	0.00	40.00	0.0

C&R - PARKS & RECREATION	6,103.00	6,103.00	2,286.24	0.00	2,081.04	1,735.72	71.6
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Dept: 14 AIRPORT							
52050 DUES, SUBSCRIPT & MEMBERSHIPS	0.00	0.00	75.00	0.00	0.00	-75.00	0.0
52080 LIABILITY & PROPERTY INSURANCE	2,301.00	2,301.00	1,888.75	0.00	0.00	412.25	82.1
52110 PRINTING AND PUBLISHING	2,127.00	2,127.00	0.00	0.00	0.00	2,127.00	0.0
53080 SUPPLIES-BUILDING & STRUCTURES	12.00	12.00	0.00	0.00	0.00	12.00	0.0
53120 SUPPLIES-OTHER	479.00	479.00	75.75	0.00	32.76	370.49	22.7
53170 UTILITIES-ELECTRIC AND PROPANE	1,014.00	1,014.00	360.79	0.00	639.21	14.00	98.6
55010 REPAIR & MAINT-BUILD & STRUCT	9,449.00	9,449.00	4,975.30	0.00	0.00	4,473.70	52.7
55020 REPAIR & MAINT-EQUIP & MACH	1,060.00	1,060.00	0.00	0.00	0.00	1,060.00	0.0
55030 REPAIR & MAINT-GROUNDS & ROADS	4,158.00	4,158.00	2,073.40	0.00	1,989.39	95.21	97.7
55040 REPAIR & MAINT-OTHER	0.00	0.00	150.00	0.00	0.00	-150.00	0.0
58150 ARCHITECT & ENGINEER SERVICES	0.00	0.00	114,960.38	0.00	0.00	-114,960.38	0.0
58200 OTHER PROFESSIONAL SERVICES	0.00	0.00	4.58	0.00	0.00	-4.58	0.0

AIRPORT	20,600.00	20,600.00	124,563.95	0.00	2,661.36	-106,625.31	617.6
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Dept: 15 OTHER - MISCELLANEOUS							
90002 OPERATING TRANSFER-OUT	38,942.00	38,942.00	10,000.00	0.00	0.00	28,942.00	25.7

GRANT AGREEMENTS
257,900

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 12/31/2020	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 209 - FIRE PROTECTION FUND							
Revenues							
Dept: 00							
42504 FIRE PROTECTION	93,201.00	93,201.00	62,806.80	0.00	0.00	30,394.20	67.4
Dept: 00	93,201.00	93,201.00	62,806.80	0.00	0.00	30,394.20	67.4
Revenues	93,201.00	93,201.00	62,806.80	0.00	0.00	30,394.20	67.4
Expenditures							
Dept: 00							
52030 BOOKS, PERIODICALS & SOFTWARE	1,019.00	1,019.00	543.18	0.00	0.00	475.82	53.3
52050 DUES, SUBSCRIPT & MEMBERSHIPS	120.00	120.00	100.00	0.00	0.00	20.00	83.3
52060 EMPLOYEE TRAINING	672.00	672.00	0.00	0.00	0.00	672.00	0.0
52080 LIABILITY & PROPERTY INSURANCE	7,000.00	7,000.00	13,828.63	0.00	0.00	-8,828.63	197.6
52090 EMPLOYEE TRAVEL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
52100 POSTAGE AND MAIL SERVICES	52.00	52.00	0.00	0.00	0.00	52.00	0.0
53050 FUEL-GASOLINE AND DIESEL	2,000.00	2,000.00	204.00	0.00	1,796.00	0.00	100.0
53080 SUPPLIES-BUILDING & STRUCTURES	0.00	0.00	76.90	0.00	0.00	-76.90	0.0
53090 SUPPLIES-EQUIPMENT & MACHINERY	3,068.00	3,068.00	191.27	0.00	0.00	2,876.73	6.2
53110 SUPPLIES-OFFICE SUPPLIES	17.00	17.00	0.00	0.00	0.00	17.00	0.0
53120 SUPPLIES-OTHER	2,831.00	2,831.00	223.16	0.00	341.03	2,266.81	19.9
53130 SUPPLIES-SAFETY EQUIPMENT	654.00	654.00	0.00	0.00	0.00	654.00	0.0
53140 SUPPLIES-UNIFORM & LINEN	9,500.00	9,500.00	100.85	0.00	79.97	9,319.18	1.9
53150 SUPPLIES-VEHICLES	3,406.00	3,406.00	21.45	0.00	21.45	3,363.10	1.3
53160 TELEPHONE, CELL AND INTERNET	1,500.00	1,500.00	1,141.59	0.00	1,858.41	-1,500.00	200.0
53170 UTILITIES-ELECTRIC AND PROPANE	4,634.00	4,634.00	908.11	0.00	3,791.89	-66.00	101.4
55020 REPAIR & MAINT-EQUIP & MACH	82.00	82.00	1,407.02	0.00	0.00	-1,325.02	1715.9
55050 REPAIR & MAINT-VEHICLES	1,564.00	1,564.00	40.18	0.00	2,000.00	-476.18	130.4
58200 OTHER PROFESSIONAL SERVICES	4,454.00	4,454.00	838.41	0.00	1,631.47	1,984.12	55.5
90002 OPERATING TRANSFER-OUT	17,108.00	17,108.00	17,108.00	0.00	0.00	0.00	100.0
Dept: 00	61,681.00	61,681.00	36,732.75	0.00	11,520.22	13,428.03	78.2
Expenditures	61,681.00	61,681.00	36,732.75	0.00	11,520.22	13,428.03	78.2
Net Effect for FIRE PROTECTION FUND	31,520.00	31,520.00	26,074.05	0.00	11,520.22	16,966.17	46.2
Change in Fund Balance:			26,074.05				

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 12/31/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 214 - LODGERS' TAX FUND

Revenues								
Dept: 00								
41900 LODGER'S TAX	3,937.00	3,937.00	797.72	30.21	0.00	3,139.28	20.3	
Dept: 00	3,937.00	3,937.00	797.72	30.21	0.00	3,139.28	20.3	
Revenues	3,937.00	3,937.00	797.72	30.21	0.00	3,139.28	20.3	
Expenditures								
Dept: 00								
52010 ADVERTISING & PROMOTION	788.00	788.00	1,343.00	0.00	0.00	-555.00	170.4	
53160 TELEPHONE, CELL AND INTERNET	807.00	807.00	294.76	0.00	512.24	0.00	100.0	
58200 OTHER PROFESSIONAL SERVICES	1,380.00	1,380.00	400.00	0.00	800.00	180.00	87.0	
Dept: 00	2,975.00	2,975.00	2,037.76	0.00	1,312.24	-375.00	112.6	
Expenditures	2,975.00	2,975.00	2,037.76	0.00	1,312.24	-375.00	112.6	
Net Effect for LODGERS' TAX FUND	962.00	962.00	-1,240.04	30.21	1,312.24	3,514.28	-265.3	
Change in Fund Balance:			-1,240.04					

FAA Project Runway Safety Area Grading

Expenses

Advertisements/Administrative:	\$ 2,500.00
Engineering - Bohannon Huston	\$ 31,200.00
Surveying - Bohannon Huston	\$ 16,200.00
Construction	<u>\$ 208,000.00</u>
	\$ 257,900.00

Grants/Reimbursements

FAA Grant 3-35-0004-01-2020	\$ 166,667.00
NMAD Grant N29-20-01	<u>\$ 91,233.00</u>
	\$ 257,900.00

FAA CARES Act

Expenses

utilities/operational expenses	\$ 1,000.00
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Grants/Reimbursements

CARES Act grant	\$ 1,000.00
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Other

Expenses

Pilot's lounge	\$ 5,000.00
Utilities	

Grants/Reimbursements

none	\$ -
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BOND SOLUTION

Village of Magdalena
Water Well 2 Project, DW-5132

Period Ending	Proposed Principal	Proposed Debt Service	Total Adj Debt Service	Revenue Constraints	Unused Revenues	Debt Serv Coverage
05/01/2021		326	326	16,732	16,406	5126.38255%
05/01/2022		625	625	16,732	16,107	2677.12000%
05/01/2023	8,035	8,660	8,660	16,732	8,072	193.21016%
05/01/2024	8,055	8,660	8,660	16,732	8,072	193.21195%
05/01/2025	8,075	8,660	8,660	16,732	8,072	193.21507%
05/01/2026	8,096	8,661	8,661	16,732	8,071	193.19722%
05/01/2027	8,116	8,660	8,660	16,732	8,072	193.20258%
05/01/2028	8,136	8,660	8,660	16,732	8,072	193.20882%
05/01/2029	8,156	8,660	8,660	16,732	8,072	193.21641%
05/01/2030	8,177	8,660	8,660	16,732	8,072	193.20302%
05/01/2031	8,197	8,660	8,660	16,732	8,072	193.21284%
05/01/2032	8,218	8,660	8,660	16,732	8,072	193.20124%
05/01/2033	8,238	8,660	8,660	16,732	8,072	193.21373%
05/01/2034	8,259	8,660	8,660	16,732	8,072	193.20436%
05/01/2035	8,280	8,661	8,661	16,732	8,071	193.19678%
05/01/2036	8,300	8,660	8,660	16,732	8,072	193.21239%
05/01/2037	8,321	8,660	8,660	16,732	8,072	193.20659%
05/01/2038	8,342	8,660	8,660	16,732	8,072	193.20213%
05/01/2039	8,363	8,661	8,661	16,732	8,072	193.19901%
05/01/2040	8,384	8,661	8,661	16,732	8,071	193.19678%
05/01/2041	8,404	8,660	8,660	16,732	8,072	193.21819%
05/01/2042	8,425	8,660	8,660	16,732	8,072	193.21864%
05/01/2043	8,447	8,661	8,661	16,732	8,071	193.19767%
05/01/2044	8,468	8,660	8,660	16,732	8,072	193.20035%
05/01/2045	8,489	8,660	8,660	16,732	8,072	193.20391%
05/01/2046	8,510	8,660	8,660	16,732	8,072	193.20927%
05/01/2047	8,531	8,660	8,660	16,732	8,072	193.21507%
05/01/2048	8,553	8,660	8,660	16,732	8,072	193.20035%
05/01/2049	8,574	8,660	8,660	16,732	8,072	193.20882%
05/01/2050	8,595	8,660	8,660	16,732	8,072	193.21864%
05/01/2051	8,617	8,660	8,660	16,732	8,072	193.20704%
05/01/2052	8,639	8,661	8,661	16,732	8,071	193.19678%
	250,000	260,756	260,756	535,424	274,668	

INTERCEPT AGREEMENT

This INTERCEPT AGREEMENT is made and entered into October 23, 2020, by and between the NEW MEXICO FINANCE AUTHORITY (the "Finance Authority"), a public body politic and corporate constituting a governmental instrumentality separate and apart from the State of New Mexico (the "State") under the laws of the State and the VILLAGE OF MAGDALENA, NEW MEXICO, a political subdivision duly organized and existing under the laws of the State (the "Governmental Unit").

WITNESSETH:

WHEREAS, Sections 6-21-1 through 6-21-31, NMSA 1978, as amended, authorized the creation of the Finance Authority within the State to assist in financing the cost of public projects of participating qualified entities, including the Governmental Unit, such as to facilitate financing of a water improvement project for use by the Governmental Unit; and

WHEREAS, pursuant to Sections 6-21-1 *et seq.*, NMSA 1978, as amended, and Sections 3-31-1 through 3-31-12, NMSA 1978, as amended (collectively, the "Act") the Finance Authority and the Governmental Unit are authorized to enter into agreements to facilitate the financing of the Project as described in the Drinking Water State Revolving Loan Fund Loan and Subsidy Agreement by and between the Finance Authority and the Governmental Unit of even date herewith (the "Loan Agreement"); and

WHEREAS, the Governmental Unit desires to acquire the Project and such acquisition is permitted under the Act; and

WHEREAS, the Finance Authority has established its Drinking Water State Revolving Fund Loan Program (the "Program") funded by Drinking Water State Revolving Fund (as defined in the Act) for the financing of projects upon the execution of the Loan Agreement; and

WHEREAS, the Governmental Unit desires to borrow \$250,000 from the Program for the purpose of financing the acquisition of the Project, which Loan is to be governed by this Intercept Agreement and by the Loan Agreement; and

WHEREAS, the Act confers upon the Finance Authority the authority to loan funds to the Governmental Unit to finance the Project, and Section 7-1-6.15.H, NMSA 1978, as amended, authorizes the Governmental Unit to direct that its distribution of the one-quarter of one percent (0.25%) of its Municipal Gross Receipts Tax, adopted pursuant to NMSA 1978, § 7-19D-1 *et seq.*, (the "Pledged Revenues"), from the State Taxation and Revenue Department (the "Distributing State Agency") be paid to the Finance Authority or its assignee, to secure payments under the Loan Agreement;

NOW THEREFORE, the parties hereto agree:

Unless otherwise defined in this Intercept Agreement and except where the context by clear implication otherwise requires, capitalized terms used in this Intercept Agreement shall have for



Village of Magdalena
P.O. Box 145
Magdalena, NM 87825
(575)854-2261
www.villageofmagdalena.com

Joint Utility Worker

The Village of Magdalena is accepting applications for a Full-Time Joint Utility Worker. Salary range is dependent on qualifications. Qualifications include: A high school diploma or GED and possession of a valid commercial driver's license (Class B). Applicants must be willing to attend training and obtain a Level I Water Systems and Waste Water Systems Certification within 14

months of employment or possess Level I Water Systems and Waste Water Systems Certification. Applicants must also be able to lift 50-75 pounds. Job applications may be obtained by calling the Clerk's Office at (575)854-2261 or on the Village's website under Job Opportunities <https://www.villageofmagdalena.com/job-opportunities.html> , or by coming into the Clerk's Office at Village Hall. Please submit applications in person, via email to clerk@villageofmagdalena.com , by fax to (575)854-2273 or by mail to: Village of Magdalena P.O. Box 145, Magdalena, NM 87825. Applications will be accepted until position is filled.

The Village of Magdalena is an Equal Opportunity Employer

Posted: 12/15/2020

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Joint Utility Worker

EMPLOYMENT TERM: Full Time

DEPARTMENT: Public Works

EXEMPT/NON-EXEMPT: Non-Exempt

FUNDING SOURCE: Solid Waste/Waste Water/Water

QUALIFICATIONS:

1. High School Diploma or GED
2. Possession of valid NM driver's license
3. Sufficient experience and training to demonstrate an aptitude or ability to perform the duties and responsibilities of the position and benefit from training.
4. Must attend training and obtain initial certification or the next level of Certification in water and/or waste water within 14 months of employment
5. Must participate in training and obtain a Commercial Drivers' License (Class B) within 14 months of employment.
6. Must be willing to work in adverse weather conditions
7. Must be able to lift 50-75 pounds

ADDITIONAL PREFERENCES:

1. Possession of a valid Commercial Driver's License (Class B)
2. Possession of Level I certifications in Waste Water Systems or Water Systems
3. Possession of Level I certification in both Water Systems and Waste Water Systems Certification
4. Possession of Level II certifications in Waste Water Systems or Water Systems
5. Possession of Level II certifications in both Waste Water Systems and Water Systems

SUPERVISED BY: Joint Utilities Manager or individual authorized by Mayor

SUPERVISES: none

PAY RANGE:

Grade D: Meets minimum requirements - step level commensurate with years of experience

Grade G: With CDL – step level commensurate with years of experience

Grade H: Possess both CDL & Level I Water and Wastewater certification

Grade I: Possess CDL, Level II Water and Wastewater Certification

Contingent upon appropriations.

WORKING HOURS: 8:00 a.m. to 5 p.m. or as determined by supervisor.

LUNCH HOUR: One hour (flexible)

POSITION GOAL: The goal of this position is to create a career ladder for Joint Utility Workers employed by the Village of Magdalena and have a work force that is qualified to perform public utility services necessary to maintain water, sewer, and waste management service delivery to the residents of Magdalena.

DUTIES & RESPONSIBILITIES:

1. In the absence of a CDL license, attends training to successfully attain a CDL license within 14 months of employment.
2. With the possession of a CDL license, performs curbside garbage pickup for all residents, including handicapped customers and businesses on a schedule determined by the Village Council.
3. Maintains the garbage trucks both inside and out, reporting and mechanical or physical issues to the supervisor.
4. Conducts a vehicle inspection pre and post usage of garbage trucks on inspection forms provided by the supervisor.
5. Maintains mileage/hours logs on garbage trucks noting maintenance and repair work when performed.
6. In the absence of Level I or II certification in either waste water or water system certification, attends certification training in both water and waste water systems and successfully attains certification within 14 months of employment.
7. In the absence of certification in either waste water or water system certification and under the direct supervision of the Joint Utilities Manager, trains in the following functions:
 - a. Inspection of waste water and water system equipment
 - b. Monitoring of operation conditions, meters, and gauges
 - c. Collection and testing of water and sewage samples

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

- d. Recording of meter and gauge readings and operational data
 - e. Operation of equipment to purify and clarify water or to process or dispose of sewage
 - f. Cleaning and maintenance of equipment, tanks, filter beds, and other work areas
 - g. State and federal environmental protection regulations
 - h. Compliance with health and safety standards
8. With the possession of Level I certification in waste water, performs treatment operations in the raw wastewater lagoon:
- a. Cleans bar screens at sewer lagoon entrance
 - b. Logs daily amount of wastewater entering lagoons
 - c. Changes wastewater level charts and re-sets instruments.
9. With the possession of Level I certification in water,
- a. Conducts microbiological water sampling and submits for testing
10. Consistent with Level II certification in waste water or water systems performs the following functions:
- a. Inspects waste water and water system equipment at least weekly
 - b. Monitors operation conditions, meters, and gauges
 - c. Collection and testing of water and sewage samples
 - d. Records meter and gauge readings and operational data
 - e. Operation of equipment to purify and clarify water or to process or dispose of sewage
 - f. Clean and maintain equipment, tanks, filter beds, and other work areas
 - g. Follows State and federal environmental protection regulations
 - h. Compliance with health and safety standards
11. Reads all Village meters on a monthly basis
12. Performs disconnect/reconnect meter services as requested
13. Performs installation or repair of water service connections, water lines, fire hydrants, and meter boxes.
14. Performs installation of new sewer connections and repairs leaks in existing sewer lines.
15. Performs street repair and erosion control under the direction of the Joint Utilities Manager the Mayor or his designee.
16. Checks and maintains Village of Magdalena property including rodeo grounds, baseball fields, and buildings to assure weed and pest control.
17. Cleans offices, restrooms, and multi-use areas of assigned Village buildings and facilities.
- a. Sweeps, mops, polishes, and strips floors in rooms and halls.
 - b. Dusts and/or polishes furniture, blinds, and equipment.
 - c. Cleans restrooms and fills dispensers.
 - d. Vacuums, spot cleans, and/or shampoos rugs, carpets, and furniture using commercial-type vacuum cleaners and shampooing equipment.
 - e. Reports malfunction of bathroom fixtures, light fixtures, and/or damages to room and hall furnishings to supervisor.
 - f. Stocks area with appropriate supplies.
 - g. Locks and unlocks doors as directed.
 - h. Initiates work orders for repair/maintenance.
 - i. Moves furniture, equipment, or fixtures as required.
 - j. Washes dishes or utensils as required.
18. Performs other duties as assigned by the Joint Utilities Manager, Mayor, or Mayor's designee.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

ADVANCEMENT OPPORTUNITY: Promotion is dependent on experience, licenses, water and wastewater utility operator certification, job training availability, job performance, seniority and job opening.

BOARD APPROVED: January 8, 2018

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee Signature

Date