



VILLAGE OF MAGDALENA
PO BOX 145, MAGDALENA, NM 87825
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WWW.VILLAGEOFMAGDALENA.COM

AGENDA
NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, JANUARY 8, 2018
VILLAGE HALL 108 N. MAIN STREET 6:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - a. REGULAR MEETING – DECEMBER 27, 2017**
- 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/MUSEUM**
- 11. DANIEL GONZALES OF MOLZEN CORBIN – SCADA PROJECT**
- 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO APPLY FOR DRINKING WATER STATE REVOLVING LOAN FUND AND CHOOSING OF PROJECT**
- 13. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO APPLY FOR FY 2018-2019 LOCAL GOVERNMENT ROAD FUND**
- 14. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF REVISED JOINT UTILITY WORKER POSITION DESCRIPTION**
- 15. DISCUSSION & POSSIBLE DECISION TO OPEN AND POST JOINT UTILITY WORKER POSITION**

16. PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT

17. EXECUTIVE SESSION – 10-15-1(H)(2), LIMITED PERSONNEL MATTER

a. DEPUTY MARSHAL(S)

18. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO POST DEPUTY MARSHAL POSITIONS

19. 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, MASDALENA, NM 8725. 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.

**Minutes of the Regular Meeting of the Village of Magdalena
Board of Trustees
Held Wednesday, December 27, 2017 at 6:00 p.m.**

DRAFT

Mayor Richard Rumpf called the meeting to order at 6:00 p.m.

Present: Mayor Richard Rumpf, Lynda Middleton, James Nelson, Donna Dawson, Jose "Artie" Castanon, Stephanie Finch - Clerk/Treasurer, Attorney Kathy Riley

Guests: John Larson, Jacob Finch, Larry Cearley, Mike Danielsen, Carleen Gomez - Deputy Clerk

Mayor Richard Rumpf requested that Deputy Clerk Carleen Gomez lead the gallery in reciting the Pledge of Allegiance.

Approval of Agenda: Mrs. Middleton motioned to approve the agenda as presented, seconded by Ms. Dawson. The motion carried unanimously.

Approval of Minutes: Ms. Dawson motioned to approve the minutes of the Regular Meeting of the December 11, 2017, as presented, seconded by Mr. Castanon. The motion carried unanimously.

Approval of Cash Balance Report: Mrs. Middleton motioned to approve the cash balance report as presented, seconded by Mr. Nelson. The motion carried unanimously.

Approval of Bills: Ms. Dawson motioned to approve the bills, as presented, seconded by Mr. Castanon. The motion carried unanimously.

Ms. Dawson also asked if there was a way that Clerk Finch could add memos to the bill list as to what the bill was for. Clerk Finch stated that she did not think the software would allow that, but she would check into it.

Admin Office of the Courts	\$582.00	Amazon Credit	\$410.41
ATCO	232.00	Baker Utility	92.68
DakTech Computers	278.00	JV Professional	356.16
Konica Minolta	218.89	Magdalena Schools	235.99
Mesa Oil, Inc.	413.18	Napa Auto Parts	35.53
NM Judicial Education	291.00	NMML	75.00
NM Rural Water Association	291.00	NM Tax & Rev	68.22
NTS Communications	49.74	Purchase Power	353.13

Quill	250.43	Sierra Propane	1,187.47
Socorro Electric	3,510.00	Winston's Auto	856.93

Mayor's Report

Mayor Rumpf stated that the Secret Santa Program went very well. He thanked all those who helped including Mrs. Sally Rogers.

Clerk's Report

Clerk Finch reported that Candidate Filing Day would be on Tuesday, January 9, 2018 between 8:00 a.m. and 5:00 p.m. at Village Hall. She stated that candidate packets are available at Village Hall and on the Village website for those interested in filing.

Discussion & Possible Decision Regarding Approval Of Fire Chief
Mayor Rumpf stated that Mr. Michael Bisbee was re-elected by the Fire Department members and he has agreed to serve for another year.

Ms. Dawson motioned to approve Mr. Michael Bisbee as Fire Chief for another year, seconded by Mrs. Middleton. The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Budget Adjustment Resolution No. 2018-02

Clerk Finch presented Budget Adjustment Resolution No. 2018-02. She went over the funds and numbers that were involved in the resolution.

Ms. Dawson motioned to approve Budget Adjustment Resolution No. 2018-02, seconded by Mr. Castanon.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Resolution No. 2017-26, Volunteer Policy

The Mayor, Board of Trustees and Clerk Finch went over the Volunteer Policy with Attorney Kathy Riley. Marshal Cearley stated that he would like to see the Marshal's Department be added to the exceptions under Section 1. Applicability. They discussed checking New Mexico Courts as part of the background check in Section 2(B) and changing Section 4(C) to read that

volunteers will not use or be impaired by drugs or alcohol while performing services on behalf of the Village. They also added (E) to Section 4 stating that the Village has the right to drug test volunteers especially if there is an accident. Mrs. Middleton requested that the Application state that annual checks will be done.

Mrs. Middleton motioned to approve Resolution No. 2017-26 with said changes, seconded by Mr. Nelson.

Mayor Rumpf suggested that Clerk Finch request a roll call vote:

Mrs. Middleton AYE

Mr. Nelson AYE

Ms. Dawson NAY

Mr. Castanon AYE

The motion carried by majority.

Public Input - 1 Topic Per Person - 3 Minute Limit

No public input was given.

Ms. Dawson motioned to adjourn the meeting at 6:40 p.m., seconded by Mr. Castanon. The motion carried unanimously.

Respectfully Submitted,

Stephanie Finch, CPO
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen Gomez, CMC
Deputy Clerk

Magdalena Marshal's Office

Monthly Report	Year End	Year: 2016
Marshal's Office		
Total Miles Driven: 45,597		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	451	\$20,554.00/Court
TRAFFIC CITATIONS: State Statutes	75	Court
CRIMINAL CITATIONS	143	Court
ANIMAL CONTROL	45	Closed
TRAFFIC ACCIDENTS	30	Closed
D.W.I. ARRESTS	5	Closed
FELONY ARRESTS	43	Closed
MISDEMEANOR ARRESTS	87	Closed
12 HOUR HOLD ARRESTS		
CRIMINAL INVESTIGATIONS	167	41 Open/126 Closed
JUVENILE CASES	42	Closed
DOMESTIC CASES	49	Closed
CRIMINAL DAMAGE / PROPERTY	37	Closed
ASSISTANCE CALLS:		
AMBULANCE/FIRE	86	
PUBLIC SERVICE	278	
NM STATE POLICE	96	
SHERIFF'S OFFICE	50	
NM FISH & GAME	52	
US BORDER PATROL		
FOREST SERVICE	20	
OTHER:		
ALARM CALLS	69	
FINGERPRINTING	78	
DRIVING TESTS	83	
MISCELLANEOUS SERVICE	195	
TOTALS:	2181	20,554.00

Magdalena Marshal's Office

<i>Yearly Report</i>	<i>Month:</i>	<i>Year: 2017</i>
Marshal's Office		
Total Miles Driven: 55,170		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	448	\$28,414.00
TRAFFIC CITATIONS: State Statutes	98	
CRIMINAL CITATIONS	97	
ANIMAL CONTROL CITATIONS	37	
TRAFFIC ACCIDENTS	36	
D.W.I. ARRESTS	10	
FELONY ARRESTS	42	
MISDEMEANOR ARRESTS	141	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	249	
JUVENILE CASES	37	
DOMESTIC CASES	50	
CRIMINAL DAMAGE / PROPERTY	38	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	106	
PUBLIC SERVICE	500	
NM STATE POLICE	76	
SHERIFF'S OFFICE	38	
NM FISH & GAME	29	
US BORDER PATROL	2	
US FOREST SERVICE	12	
<u>OTHER:</u>		
ALARM CALLS	69	
FINGERPRINTING	43	
Driving Tests	40	
Misc. Cases	220	
TOTALS:	2418	28414



Magdalena Marshal's Office

Monthly Report	Month: December	Year: 2017
Marshal's Office		
Total Miles Driven: 4097		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	22	\$2,086.00
TRAFFIC CITATIONS: State Statutes	7	
CRIMINAL CITATIONS	14	
ANIMAL CONTROL CITATIONS	3	
TRAFFIC ACCIDENTS	1	
D.W.I. ARRESTS	0	
FELONY ARRESTS	3	
MISDEMEANOR ARRESTS	9	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	21	
JUVENILE CASES	5	
DOMESTIC CASES	4	
CRIMINAL DAMAGE / PROPERTY	3	
ASSISTANCE CALLS:		
AMBULANCE/FIRE	7	
PUBLIC SERVICE	20	
NM STATE POLICE	9	
SHERIFF'S OFFICE	5	
NM FISH & GAME	3	
US BORDER PATROL	0	
US FOREST SERVICE	4	
OTHER:		
ALARM CALLS	7	
FINGERPRINTING	5	
Driving Tests	4	
Misc. Cases	31	
TOTALS:	187	2086

Magdalena Marshal's Office

Monthly Report	Month: Dec	Year: 2017
Larry Cearley		
Total Miles Driven: 884		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	4	\$377.00/Court
TRAFFIC CITATIONS: State Statutes	7	Court
CRIMINAL CITATIONS	14	Court
ANIMAL CONTROL CALLS	2	Closed
TRAFFIC ACCIDENTS	1	Closed
D.W.I. ARRESTS		
FELONY ARRESTS	3	Closed
MISDEMEANOR ARRESTS	6	Closed
12 HOUR HOLD ARRESTS		
CRIMINAL INVESTIGATIONS	17	3 Open/14 Closed
JUVENILE CASES	3	Closed
DOMESTIC CASES	4	Closed
CRIMINAL DAMAGE / PROPERTY	1	Closed
ASSISTANCE CALLS:		
AMBULANCE/FIRE	2	
PUBLIC SERVICE	9	
NM STATE POLICE	5	
SHERIFF'S OFFICE	4	
NM FISH & GAME	3	
US BORDER PATROL		
FOREST SERVICE	2	
OTHER:		
ALARM CALLS	4	
FINGERPRINTING	3	
DRIVING TESTS	4	
MISCELLANEOUS SERVICE	13	
TOTALS:	111	\$377.00

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : Dec year: 2017

License Number: _ G-93062
Make and Model: _ 2015 Ford Expedition

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	39140							01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7	39140	39299	159	15.8				07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12	39299	39464	165	14.8				Invoice No.: _____ Amt.\$ _____
13								Date: _____
14	39464	39604	140	10.9				Invoice No.: _____ Amt.\$ _____
15								Date: _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21	39604	39749	145	14.5				Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25	39749	39875	126	9				Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27	39875	40024	149	12.9				Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			884	77.9				0 Vehicle Repair and Battery

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: December</i>	<i>Year: 2017</i>
Marshal's Office - M. Apachito ID#:Mag-2		
Total Miles Driven: 2245		
<u>GENERAL CALLS:</u>	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	6	\$525.00
TRAFFIC CITATIONS: State Statutes	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	0	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	0	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	1	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	3 closed	
JUVENILE CASES	0	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	1	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	3	
PUBLIC SERVICE	11	
NM STATE POLICE	3	
SHERIFF'S OFFICE	0	
NM FISH & GAME		
US BORDER PATROL	0	
US FOREST SERVICE	1	
<u>OTHER:</u>		
ALARM CALLS	2	
FINGERPRINTING	0	
Driving Tests	0	
Misc. Cases	8	
<u>TOTALS:</u>	39	525

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : December year: 2017 M-2

License Number: _ G97490
Make and Model: _ 2016 Silverado

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								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5	34821	35102	281	20.33				05 Interior Maintenance
6	35102	35319	217	15.27				06 Lubrication
7	35319	35568	249	20.23				07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12	35568	35747	179	12.91				Inv No: _____ Amt \$ _____
13								Date _____
14	35747	36035	288	21.08				Inv No.: _____ Amt.\$ _____
15								Date _____
16								Inv No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Inv No.: _____ Amt.\$ _____
19	36035	36292	257	20.72				Code: _____ Date: _____
20								Inv No.: _____ Amt.\$ _____
21	36292	36535	243	17.51				Code: _____ Date: _____
22								Inv No.: _____ Amt.\$ _____
23	36535	36816	281	20.33				Code: _____ Date: _____
24								Inv No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Inv No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28	36816	37066	250	18.93				Inv No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Inv No.: _____ Amt.\$ _____
31								
Totals			2245	167.3			0	

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

Signature:

Title: Deputy Apachito

Magdalena Marshal's Office

<i>Monthly Report</i>	<u>Month: Dec</u>	<u>Year: 2017</u>
Marshal's Office - A.Brookins Magdalena-3		
Total Miles Driven:	968	
<u>GENERAL CALLS:</u>		<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	12	\$1,184
TRAFFIC CITATIONS: State Statutes	0	
CRIMINAL CITATIONS	0	
ANIMAL CONTROL CITATIONS	1	
TRAFFIC ACCIDENTS	0	
D.W.I. ARRESTS	0	
FELONY ARRESTS	0	
MISDEMEANOR ARRESTS	2	
12 HOUR HOLD ARREST	0	
CRIMINAL INVESTIGATIONS	1	
JUVENILE CASES	2	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	1	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE	2	
PUBLIC SERVICE		
NM STATE POLICE	1	
SHERIFF'S OFFICE	1	
NM FISH & GAME	0	
US BORDER PATROL	0	
US FOREST SERVICE	1	
<u>OTHER:</u>		
ALARM CALLS	1	
FINGERPRINTING	2	
Driving Tests	0	
Misc. Cases	10	
<u>TOTALS:</u>	37	

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
For the month of : November year: 2017

License Number: _ G97489
Make and Model: _ Chevy Silverado

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	30999	31230	231	18.1				01 Chassis Maintenance
2								02 Electrical Maintenance
3	31230	31323	93	9.6				03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7	31323	31388	65	9.8				07 Miscellaneous
8								09 Tire Purchase
9	31388	31514	126	14.4				10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								Date: _____
14	31514	31654	140	15				Invoice No.: _____ Amt.\$ _____
15	31654	31775	121	9.8				Date: _____
16								Invoice No.: _____ Amt.\$ _____
17	31775	31892	117	12.9				Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22	31892	31997	105	13.5				Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24	31997	32087	90	10.9				Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26	30867	30999	132	11.7				Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28	32087	32218	131	15.4				Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			968	87.6		0	0	

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

Signature: _____

Title: Deputy Brookins

Public Works

- Weekly Residuals
- Kept screens clean
- Trash route
- Read water meters
- Monthly shut offs and turn on
- Cut weeds
- Monthly water sample
- Took card board down to landfill
- Cleaned out well houses and booster station
- Jetted sewer lines
- Methane testing at old landfill
- Worked on hydrant on elm street
- Cleaned village hall, and marshal's office
- Cleaned weeds around stop signs
- Fixed hydraulic line on trash truck
- Fixed water leak on first street. Flushed water mains
- Hauled dirt to pine and 8th and spread it out
- Fixed setter leak at 704 main st.
- Mowed all the weeds at the lagoons
- Welded moe board on case backhoe
- Mowed alley ways
- Chipped paint off old west tank to have it tested for lead.
- Took down Christmas decorations and cleaned up village hall
- Painted the Benjamin well house.
- Replaced injectors at Benjamin and spears well house.
- Replaced well head protection signs



Hall Environmental Analysis Laboratory
4901 Hawkins NE
Albuquerque, NM 87109
TEL: 505-345-3975 FAX: 505-345-4107
Website: www.hallenvironmental.com

Analytical Report

WO#: 1801022
Date Reported: 1/4/2018

CLIENT:	New Mexico Environmental Depar	Client Sample ID:	RT002
Facility:	NM3523528 Village of Magdalena	Collection Date:	1/2/2018 9:56:00 AM
Lab ID:	1801022-001A	Received Date:	1/2/2018 12:46:00 PM
Location:	000	Preparation Date:	1/2/2018 5:08:00 PM
Matrix:	Aqueous	Compliance Safe:	YES

Analyses	Result	Qual	Units	Date Analyzed
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SM 9223B TOTAL COLIFORM

Analyst: dbf

SDWIS

3100	Total Coliform	Absent	P/A	1/3/2018 5:08:00 PM
3014	E. Coll	Absent	P/A	1/3/2018 5:08:00 PM

FIELD PARAMETERS

Analyst:

SDWIS

Residual Chlorine, Free	0.21	mg/L
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John Caldwell
Supervisor
4901 Hawkins NE
Albuquerque, NM 87109
NMDOH Cert #: NM#0901

Qualifiers:	* Value exceeds Maximum Contaminant Level.	B Analyte detected in the associated Method Blank
	D Sample Diluted Due to Matrix	E Value above quantitation range
	H Holding times for preparation or analysis exceeded	J Analyte detected below quantitation limits
	ND Not Detected at the Reporting Limit	P Sample pH Not In Range
	PQL Practical Quantitative Limit	RL Reporting Detection Limit
	S % Recovery outside of range due to dilution or matrix	W Sample container temperature is out of limit as specified



New Mexico Rural Water Association
8336 Washington Pl. NE • ALBUQUERQUE, NM 87113

505.884.1031 • 800.819.9893 • FAX 505.884.1032
www.nmrwa.org

Magdalena Contract October of 2017

I left out at 6:30 am on 10/2 and arrived at Magdalena at 7:45am. We pulled the water sample and the Mayor delivered it to town. Went over residuals and wells and did a drive through at the lagoons before heading out to Elephant Butte. I returned on the 9th on Columbus Day at 8:00am. We completed Well Rounds and worked on class schedule for Jake in the October Fall Conference and Von at the Las Cruces class. We went over applications for Testing for Von. We spent the rest of the day doing classroom training with all the guys. I left at 5:00pm and headed home.

On the 24th I arrived at 8am and we put together the equipment and pulled wastewater samples. We went over last week's operations and I headed back to Albuquerque and delivered the wastewater samples to Hall Labs.

NMRWA
Fred Black





New Mexico Rural Water Association
8336 Washington Pl. NE • ALBUQUERQUE, NM 87113

505.884.1031 • 800.819.9893 • FAX 505.884.1032
www.nmrwa.org

Magdalena Contract November 2017

On the 6th I left at 6:30 am and arrived at 7:45am. We pulled the water sample and the mayor delivered it to town. We then headed over to the WW Plant and looked at it. Jake is going to start cutting weeds. Cell #4 has flow coming in now. The liner is still exposed throughout. We went around to the wells and then started training again and that's how we finished out the day. Jake will be testing on the 20th in Farmington. I then headed out at 5pm.

I swung back through on the 21st at 8am on my way to Quemado. They had a leak just off the side of Hwy 60 in town. I assisted till about 11am. We had another split in the Polly pipe and were able to replace a short piece. I then went over and looked at an illegal meter that was installed by someone other than the Village. That meter had been pulled some time ago and the guys all say it was an empty can when they would read it. They found it when the property burnt down a few days earlier and they had running water at the site. I had them pull the meter and note the circumstances. I left around 11am.

On the 22nd around 2:30pm on my way back from Reserve NM, I stopped back by and checked in. Jake and I went over and looked at the transducer readings at the Trujillo well. It's not reading rite and needs to be pulled. Will pull it the next time I'm there.

NMRWA ; Fred Black





New Mexico Rural Water Association
8336 Washington Pl. NE • ALBUQUERQUE, NM 87113

505.884.1031 • 800.819.9893 • FAX 505.884.1032
www.nmrwa.org

Magdalena Contract December 2017

On 12-05-2017 I left out and arrived at Magdalena at 8am. We pulled the water sample and the mayor took it to Hall Labs. Last month we had gotten approval to move the sample point from the Wells Fargo site to the Office at the Village. The sample site at Wells Fargo was at ground level and not a clean site. We found a dead bird there last month. They have a restroom site and it was hard to get in before 10 am. Jake and I then headed over to the Trujillo Well where we removed the cap to pull that bad transducer out. It would not budge. I made a call to Richard Durbin at Alpha Southwest and he assured me it was just hanging there. After review of records we believe Windmill Wells has tapped the transducer to the column pipe when they replaced wire a year ago. We contacted the SCADA Company and they will install a new one and tie off the old one. We can remove it the next time they have to pull the well.

We then headed over to the hydrant on Elm that has been leaking for some time. We excavated the bottom end and found both weep holes plugged with root and concrete probably from install. We could not get the weep holes to drain. I called Dave and he will get the seat tool from the City of Albuquerque and schedule a day to pull it. Will order new parts and rebuild it. We visited the lagoon site and it looks great. The weeds have been cut. I left around 5pm.

On the 13th I spent the night at the hotel there and there was sewer coming out of every clean out at the property. I met up with the guys at the shop and we took the sewer camera over and ran it to the area approximately 70 feet downstream of manhole. We couldn't get to the

area so we brought over the jetter trailer. We spent all day cleaning that main of roots and some large rocks. We damaged the 4" root cutter and it will need replaced. Jake will order one. The cleanout at the property is full at the cleanout and I can't get past the first two feet. The property manager will call someone to come in and jet her service. The guys have had a couple setter replacements this month also. They called and I walked them through one of them. I left out around 4:30 pm.

I left out on the 27th at 10:00am and arrived at 11:15am. We went to the old tank and pulled all the bolts out of the side hatch. They were pretty rusted and some were full of paint. The town would like a new tank and the old tank is really the only spot to put one. We pulled paint chips from the inside and outside of the tank. Jake will take them in Tuesday when he pulls samples so we can have it tested for lead. I spent the night there for a meeting for Engineer review for the Radio Read PER the next day. I drove over to the lagoons in the am and the #4 has now covered the liner completely. I met up with the manager at the hotel and when they cleaned out there cleanouts they found toys and wooden slats from one of their fences had been crammed into a broken cleanout and that's what caused there issues on the property.

We had the meeting with 4 Engineer Company's and discussed what we needed along with what they would be up against with the existing system. We then went out and looked at some of the meters in the field including the one 6", 4", and 2" meters they have. The 6" is fairly new and may be a simple register change out. If they use Badgers the town could save on at roughly 60 plus meters because those are also new and would only require new registers. We finished up around noon and after lunch we met with Molson Corbin to go over the Wastewater PER they were working on. We need to get on videoing and recording the sewer main problem areas. Jake will dedicate a week to that project ASAP. I left out around 2:30pm.

NMRWA
Fred Black



Librarian's Report

Report for DECEMBER 2017

Days open: 19 ie. 115 hours. (18 ie. 104 hours).

Days closed (besides Sundays, and Wednesdays) **2: 25-26 Christmas and Boxing Day**

EVENTS:

12/4/2017: HS -Paul Harden UFO incident in Socorro 1964 - 28

12/9/2017: HS - Balwin Burr: Depression Era photography - 22

12/16/2017: Santa @ the Library: - 32

12/16/2017: Chamber event Carol singing plan B in Library. - 28

12/20/2017: Daniele Imre: Touching the Earth - 18

12/28/2017: Kwanzaa: - 15

Library Usage: (previous month in parenthesis)

Number of people visiting Library: 420 (412)

Museum visits: Museum under construction. Less tourists...

Books/DVDs checked out: Total: 452, books 206, 246 DVD's/ AV.

(339) Total including ebooks/audio 551. (437) (Books: 177,

DVD's: 162 eBooks/audio: 98 TOTAL

eBooks/audio books checked out: Total: 99: eBook 73, audio 26. (98) (66 eBooks 32 audio) Magdalena 16 out of 33 in checkouts in NMLibToGo consortium. Audio 19/33 eBooks 14/32

New membership cards issued: 2 Adults, (2 Adults)

Inter Library Loan requests processed: 16: 6 books, (9 Books 12 digital)

Volunteers: 12 (14) volunteers helped in the library, shelving, moving books etc., Nelda Baker, Judyth Shamosh, Gary Etter, Don Phillips, Ian Jenness, Sally Rogers, Nina Mc Cabe, Catherine de Maria, ZW, Marsha Thornton, John Lee, Cricket Courtney, Total of 50 (+-150 hrs).

Number of computer users and hours used:

66 (58) people signed in to use computers. 126 (83.5) hours used. Various people using wireless inside and outside as well. Various tourists using wifi..

Maintenance:

Box Car renovation complete!

**Respectfully submitted,
Yvonne Magener,
Library Director**

From: New Mexico Environment Department <nmed@public.govdelivery.com>
Sent: Thursday, December 28, 2017 3:42 PM
To: Stephanie Finch
Subject: Drinking Water State Revolving Loan Fund - Subsidy Available!



New Mexico Environment Department

Drinking Water Bureau

Drinking Water State Revolving Loan Fund



Having trouble viewing this email? [View it as a Web page.](#)

Greetings,

The Drinking Water State Revolving Loan Fund (DWSRLF) finances drinking water projects through the New Mexico Finance Authority (NMFA). The NMFA and the New Mexico Environment Department (NMED) work together to assist communities to improve existing infrastructure and to build new drinking water systems. Some types of drinking water construction projects that are eligible to be funded by the DWSRLF are:

- New and replacement wells
- Transmission and distribution lines
- Meters
- Storage tanks
- SCADA systems
- Infrastructure to connect or regionalize existing water systems
- We also finance planning, design and associated pre-project construction.

There are many benefits to borrowing from the DWSRLF including :

- Below-market interest rates of between 0% and 4%
- Loan repayment period is 20 years but can be increased to 30 years for severely disadvantaged communities
- Principal forgiveness subsidy of up to 75% for qualifying severely disadvantaged, publicly-owned water systems (subsidy based on EPA terms and funding)
- Dedicated assistance with applying and qualifying for funding provided by NMED's Community Services Team.

- DWSRLF award can be used to meet matching requirements for Water Trust Board and other state funding sources.

To begin the application process, please complete a brief, online Project Interest Form describing your project needs at: swim.water.web.env.nm.gov

Project Interest Forms are welcome anytime. However, to take full advantage of the DWSRLF's **limited annual principal forgiveness subsidy**, you must submit your Project Interest Form by **February, 1st 2018**. Once you submit your Project Interest Form, a [team member](#) will contact you to walk you through the application process and to help ensure your project qualifies for funding.

For more information about the DWSRLF and the principal forgiveness subsidy, please give us a call at 1-877-654-8720, and be sure to visit our webpage at: https://www.env.nm.gov/drinking_water/wifunding/

Community Services Team

DWSRLF Team

Drinking Water Bureau

New Mexico Finance Authority

New Mexico Environment Department

NMED Drinking Water Bureau - Sustainable Water Infrastructure Group

Community Services Team

Contact: Karen Torres (505) 827-0027

[Water Infrastructure Funding Website](#)

Non-Employee Discrimination Complaints

NMED does not discriminate on the basis of race, color, national origin, disability, age or sex in the administration of its programs or activities. To learn more, or file a complaint, go to [The Non-Employee Discrimination Complaint Page](#).

Justicia ambiental/Quejas por discriminación contra quienes no son empleados

El Departamento del Medio Ambiente de Nuevo México (NMED, por su sigla en inglés) no discrimina por motivos de raza, color, origen nacional, discapacidad, edad o sexo en la administración de sus programas o actividades. Para obtener más información o para presentar una queja, visite: <https://www.env.nm.gov/non-employee-discrimination-complaint-page/>

Stay Connected with New Mexico Environment Department



January 3, 2018

Richard Rumpf, Mayor
Village of Magdalena
P.O. Box 145
Magdalena, NM 87825

Re: Project Proposals for FY 2018/2019 Local Government Road Fund

Susana Martinez
Governor

Dear Mayor Rumpf:

Tom Church
Cabinet Secretary

NMDOT District One Engineering Support Division is soliciting applications for the Local Government Road Fund Program for fiscal year 2018/2019. The purpose of the Local Government Road Fund Program is to assist local public agencies in "project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public school parking lots, or for the acquisition of rights-of-way therefor or for materials for the construction or improvement thereof". (Section 67-3-28 NMSA 1978)

Commissioners

Ronald Schmeitz
Chairman
District 4

Per the 2014 Local Government Road Fund Handbook:

Project Development:

Butch Mathews
Vice Chairman
District 5

Item C, page 3: "It will be the Public Entity's responsibility to insure compliance with any and all state, local and federal regulations including the Americans with Disabilities Act (ADA) and laws regarding noise ordinances, air quality, surface water quality, ground water quality, threatened and endangered species, hazardous materials, and historic and cultural properties, and cultural resources. (Appendix J)

Dr. Kenneth White
Secretary
District 1

Item D, page 3: "It will be the Public Entity's responsibility to insure that the project design complies with current engineering standards. If a consulting engineering firm has been contracted to do the design and engineering work, a professional engineer licensed in the state of New Mexico must certify the design. If a roadway has been identified to revert back to Department responsibility, via a road exchange agreement, the Public Entity shall use New Mexico Department of Transportation design and construction standards and specifications."

David Sepich
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Please keep in mind that there are three engineering standards under which you can design and construct your Local Government Road Fund project. You must certify on the closing documentation which engineering standard was followed.

The three acceptable standards are:

Billy Moore
Commissioner
District 6

- * **NMDOT Standard Specifications for Highway and Bridge Construction, Current Edition - recommended**
- * **American Public Works Assoc. Specifications**
- * **Department Approved Public Entity Established Specifications**

January 3, 2018

FY 2018 / 2019 LGRF Project Proposal letter

As outlined in the 2014 Local Government Road Fund Project Handbook, the Entity shall first submit a letter of request to the District Engineer (*Please address letter to Trent Doolittle, P.E., District Engineer c/o Debbie Hudson*) to be received at the District Office before March 10, 2018, which will contain the following:

1. The location of the proposed project including route designation and termini (including map);
2. The scope of work to be performed;
3. Project estimate including the amount of state participation requested (sample form attached);
4. The justification for project construction;
5. A certification that the proposed work is on a part of a public highway and necessary for the public good and convenience and to serve the public of the municipality, county; and school districts, and
6. Letter of intent from governing body or agency head supporting the project.

All incomplete applications will be returned to the Public Entity for submission the following year.

There will be no exceptions to this deadline.

Prioritization of specific projects and insuring that the projects you select most effectively serve the needs of the public and are in compliance with appropriate and sound design standards is the responsibility of Village of Magdalena. The Department will not conduct a formal review of the projects.

A time line (project tracking list) for this agreement is enclosed. This is to assist both you and our office in the administration of the Local Government Road Fund program. Items can be checked off as they are done and time frames are shown in bold and italics. The indented bullets show items needed for that particular stage of the program.

Contact me at (575) 640-2779 or debraA.hudson@state.nm.us if you have any questions.

Sincerely,



Debbie Hudson

Local Government Road Fund Coordinator
NMDOT District One Engineering Support

Enclosure

(BE SURE THIS IS ON LETTERHEAD)

(Date)

NMDOT District 1
Trent Doolittle, P.E., District Engineer
c/o Debbie Hudson, LGRF Coordinator
2912 E. Pine St.
Deming, NM 88030

Attention: Debbie Hudson, LGRF Coordinator

Dear Mr. Doolittle:

The **(Entity Name)** is proposing **(list work to be done)** for its **2018/2019** Coop (**CAP, Coop or SBR for Counties**) Project. The Scope of the project is **< list scope >**. The total cost estimate of the project is estimated to be **\$--,---.00** (See Preliminary Summary of Costs and Quantities attached). The **(Entity Name)** is requesting 75% state funding of **\$--,---.00** and will make a 25% cash match of **\$--,---.00**. (Or list applicable in-kind service)

The project area was selected based on **< list justifications and necessity for the project here >**.

The **(Entity Name)** further certifies that the proposed work is on a public highway, street and / or **(parking lot--School Districts Only)** and is necessary for the public good and convenience and to serve the public of the municipality, county and / or school district. If you have any further questions, or require additional documentation, please notify my office.

Sincerely,

(Entity Official)

Attachments

**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:

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

- 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
 - 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.
9. 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.
10. With the possession of Level I certification in water,
- a. Conducts microbiological water sampling and submits for testing
11. 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. State and federal environmental protection regulations
 - h. Compliance with health and safety standards
12. Reads all Village meters on a monthly basis
13. Performs disconnect/reconnect meter services as requested
14. Performs installation or repair of water service connections, water lines, fire hydrants, and meter boxes.
15. Performs installation of new sewer connections and repairs leaks in existing sewer lines.
16. Performs street repair and erosion control under the direction of the Joint Utilities Manager the Mayor or his designee.
17. Checks and maintains Village of Magdalena property including rodeo grounds, baseball fields, and buildings to assure weed and pest control.
18. 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.
19. 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

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

"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