

**Minutes**  
**Regular Meeting**  
**December 8<sup>th</sup>, 2020**

The Village of Capitan Board of Trustees met in a Regular Meeting via Telephone Conference and in person on Tuesday, December 8<sup>th</sup>, 2020 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor Lowrance asked for a moment of silence and led the assembly in the Pledge of Allegiance.

Mayor Lowrance called the meeting to order at 4:32 PM.

**Roll Call:** Mayor Lowrance – present, Trustee Kearns – present via Teleconference, Trustee Johnson – present via Teleconference, Trustee McInnes – present, Trustee Shearer – present. Stephanie Bason – Village Clerk, Grace Centrella – Finance Officer, J. Leinneweber – Administrative Assistant via Telephone Conference, Angela Autrey – Administrative Floater and Steve Osborn – Water Utilities Supervisor were also present. A list of others in attendance is attached.

**Item #1 on the Agenda: Approval of the Agenda.**

Trustee Shearer made a motion to Approve the Agenda. Trustee McInnes seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee McInnes – yes, Trustee Shearer – yes.

**Item #2 on the Agenda: Public Input. (Agenda Items Only).**

No Public Comments

**Item #3 on the Agenda: Mayor and Trustee Comments.**

Trustee Kearns had no comments at this time.

Trustee Johnson asked if the Christmas Lights were up yet? Stephanie replied that they should be working on them today.

Trustee Shearer had no comments at this time.

Trustee McInnes had questions on some budget items, specifically regarding Dennis Engineering Corp. (DEC), and the status of reimbursements to the Village on amounts paid to DEC from the General Fund. He was also curious about Budget Adjustment Resolutions, (BARs), for the Law Enforcement Protection Fund (LEPF) among other things. Trustee McInnes asked if the Village had a status report on that? It was determined that these questions would be addressed when the Trustees arrive at that item on the Agenda.

The Mayor wanted to address the need to add to future Agendas an Item for **New Business** and one for **Old Business** that would include but not be limited to Task Orders and Contract Amendments that are time sensitive and need action taken by the Trustees but arrived too late to be included on the Agenda. The Trustees were in favor of this as long as it complied with the Open Meetings Act and Emergency Meeting requirements.

**Item # 4 on the Agenda: Consent Agenda: Approval of Minutes: Regular Meeting for November 10<sup>th</sup>, 2020.**

Trustee McInnes made a motion to Approve the Minutes for the Regular Meeting for November 10<sup>th</sup>, 2020. Trustee Shearer seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee McInnes – yes, Trustee Shearer – yes.

**Item #5 on the Agenda: Discussion/Action – Approval of Bills Paid for November, 2020.**

Trustee Shearer made a motion to Approve the Bills Paid for November, 2020. Trustee McInnes seconded the motion. Trustee Johnson had a comment regarding a unit going into the Not Too Shabby Shop and thought it was “a terrific price”.

Trustee McInnes had questions regarding Dennis Engineering Corp. (DEC), an item for Water Line Replacement but was entered under Municipal Streets, the reimbursement of funds paid to DEC and the progress of that as well as the Budget Adjustment Resolutions (BARs). He had a question on the Law Enforcement Protection Fund (LEPF), and an Item for the Smokey Bear Hometown Association being taken out of the General Fund as opposed to the Lodgers Tax Fund?

Stephanie said she could address the question regarding the reimbursements. Reimbursement requests have been submitted on the Waterline Replacement and she is waiting for those funds to come in. The requests were held up slightly by the New Mexico Environment Department. It turned out that the Reimbursement Request forms that were included in the Agreement Packet which Grace and Stephanie used were not acceptable to Mr. Deal and he sent Stephanie new forms to use for Reimbursement. Stephanie was able to return the completed forms to Mr. Deal yesterday, December 7<sup>th</sup>, 2020.

Grace’s response regarding funds for the Smokey Bear Hometown Association was that she used funds from the General Fund instead of the Lodgers Tax Fund because in FundView that was where the dollars were. Tai is still working with FundView to have the correct balances show in the different funds, this process is ongoing and more adjustments need to be made to the funds. Trustee Shearer asked if the funds were available in the Lodgers Tax Fund to cover this expenditure. Stephanie said funds are available in the Lodgers Tax Budget and in the Fund but that the FundView operating system is not showing a balance in the Fund at this time. Grace explained that once the FundView system has the correct balances in the Funds she will have to make in house adjustments in the FundView system between the General Fund and the actual Fund the payments should have been taken from, including this transaction for the Smokey Bear Hometown Association.

Trustee Shearer asked if the corrections will be complete by 12/31/2020?

Stephanie said she spoke to Tai earlier today and that Tai wasn’t as far along as she had hoped she would be. Stephanie went on to say that Scott (the Village’s Auditor) suggested that the Village take advantage of the State’s offer to extend the deadline of the 2019/2020 Audit into January 2021. Tai should be back in Capitan, tentatively January 3<sup>rd</sup> and 4<sup>th</sup>. Revenues and Expenditures are still off so there is not a clear picture at this time but Tai is continuing to work on this. Some may have to be categorized as Miscellaneous since the origination of some of the Revenues and Expenditures have been lost in the transfer from QuickBooks to FundView.

Trustee Shearer is concerned that they still do not have an up to date clear picture of where the Village stands financially and is anxious to see Financials with the up to date figures for each fund.

Stephanie informed the Trustees that Tai had offered to be available so she could address the Trustees questions regarding the FundView updates and Stephanie asked if the Trustees would like her to contact Tai at this time? Trustee Shearer expressed that yes that would be helpful.

**Item #5 on the Agenda: Discussion/Action – Approval of Bills Paid for November, 2020. (continued)**

Trustee McInnes noted that some of the distortion was due to paying items out of the General Fund as opposed to the actual Funds that the payment should be made from.

Trustee Shearer wanted to be sure that LEPP and Fire funds were not being treated the same way and were being kept separate. She was informed that those funds were being kept separate and monitored.

**At this time 4:53pm Tai joined the meeting via cell phone on speaker.**

Trustee Shearer asked regarding keeping expenditures to a bare minimum, expenditures exceeded revenues by 18.35%, she was wondering if this is still accurate. Tai explained that what she is seeing is that not all revenue collected in the first two months of the fiscal year 20/21 has been recorded in FundView. She came to this conclusion by comparing what was on the Bank Statements to what was actually reported in the FundView system. Tai went on to say that at least \$100K of revenue did not get entered into FundView.

Trustee Shearer asked, Ballpark, does that leave the Village right about at its Budget projections?

Tai responded that yes, it does.

Trustee McInnes asked if there would be any issue of using the General Fund for expenditures that should be coming out of other funds, with the understanding that the General Fund will be paid back by the appropriate fund?

Tai responded that she didn't think there would be any issues. Everything will be tracked and once all the revenue is in and the Budget aligned to where it needs to be in FundView then they can go ahead and move the entries. That way FundView will report the correct numbers to Department of Finance & Administration (DFA). At this point the Village needs to continue to operate and will get squared away with DFA in the end. It's the only way Tai can think to keep the Village moving while still going through the process of updating and correcting FundView.

Trustee Johnson had a question about Revenue but what exactly she asked was indiscernible.

Mayor Lowrance said that it was around \$100K and asked Tai if this was correct?

Tai said it is and that once they get it in, then they can run some analytics but right now they're just doing the best they can and try to have it wrapped up by the first of the year so they can be sure that the Village is on track and nothing is being overdrawn.

Trustee Johnson had another question about the reimbursements but it was indiscernible over the Teleconference speaker.

The Mayor said it could, it just depends on when they get the first, He thinks they sent in two. He said to remember, Ferguson, it took about 80 days to get their first check after they submitted, so we're working every body from home, it may come in two checks.

Trustee Johnson made more comments but they were also indiscernible.

Roll Call: Trustee Kearns – yes. Trustee Johnson – yes, Trustee McInnes – yes, Trustee Shearer – yes.

**Item #6 on the Agenda: Discussion – 1<sup>st</sup> Quarter Financials for FY 2020/2021.**

The Board decided that this item had been thoroughly covered in the discussion for Item #5 and moved on to Item #7.

**Item #7 on the Agenda: Discussion/Action – Village Employee Retirement Plans.**

Trustee McInnes made a motion to Approve the Village Employee Retirement Plans. Trustee Shearer seconded the motion. David Martinez and Eddie of Catalina Wealth Management made a presentation to the Board of the retirement investment choices the Village Employees would have with the 457b Retirement plan designed by Catalina Wealth Management. Brad Nelson of John Hancock Retirement Plan Services was also involved in the presentation. Both teams went over the background, history, experience and past performance of Catalina Wealth Management and John Hancock and their respective roles in the Village of Capitan's 457b Retirement Plan.

Due to the challenge of being able to hear the presentation via Teleconference by Trustee Kearns and Trustee Johnson, David said that he would send the presentation via email so that Trustees Kearns and Johnson could see what was presented. The Board of Trustees decided to delay the vote until the next meeting and give Trustee Kearns and Trustee Johnson time to review the presentation. The motion to approve was withdrawn.

**Item # 8 on the Agenda: Resolution 2020-29 – Governing Body Meetings and Public Notice Amendment for Remote Meetings.**

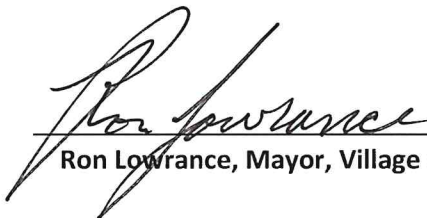
Trustee Shearer made a motion to approve the Governing Body Meetings and Public Notice Amendment for Remote Meetings, there are some corrections made due to typos. Trustee McInnes seconded the motion. Roll Call: Trustee Kearns – yes, Trustee Johnson – yes, Trustee McInnes – yes, Trustee Shearer – yes.

**CORRESPONDENCE:**

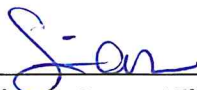
There was not discussion regarding correspondence.

**ADJOURNMENT**

Mayor Lowrance Adjourned the meeting at 5:39 pm.

  
\_\_\_\_\_  
Ron Lowrance, Mayor, Village of Capitan

Attest:

  
\_\_\_\_\_  
Stephanie Bason, Village Clerk

**Regular Meeting**  
**Via Telephone Conference**

**4:30 PM**

[illegible]