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**VILLAGE COUNCIL SPECIAL MEETING  
DRAFT MINUTES  
EDELWEISS LODGE CLUB ROOM  
106 SUTTON PLACE  
TAOS SKI VALLEY, NEW MEXICO  
TUESDAY, OCTOBER 29, 2019 2:00 P.M**

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**1. CALL TO ORDER & NOTICE OF MEETING**

The special meeting of the Village of Taos Ski Valley Council was called to order by Mayor Pro Tem Wittman at 2:00 p.m. The notice of the special meeting was properly posted.

**2. ROLL CALL**

Ann Wooldridge, Village Clerk, called the roll and a quorum was present.

**Governing Body Present**

Councilor Tom Wittman, Mayor Pro Tem  
Councilor Jeff Kern  
Councilor Roger Pattison  
Councilor Chris Stagg

**Governing Body Absent**

Mayor Christof Brownell

**Village Staff Present**

Administrator John Avila  
Clerk Ann Wooldridge  
Finance Director Nancy Grabowski  
Public Safety Director Sam Trujillo  
Building Official Jalmar Bowden  
Public Works Director Anthony Martinez  
Planning Director Patrick Nicholson  
Administrative Assistant Christina Wilder

**3. APPROVAL OF THE AGENDA**

**MOTION: To approve the agenda as presented**

**Motion: Councilor Stagg                      Second: Councilor Kern                      Passed: 4-0**

**4. APPROVAL OF THE MINUTES OF THE OCTOBER 8, 2019 VILLAGE COUNCIL  
REGULAR MEETING**

**MOTION: To approve the minutes as presented**

**Motion: Councilor Kern                      Second: Councilor Pattison                      Passed: 4-0**

**5. OLD BUSINESS**

A. Consideration to Approve **Amended and Restated Resolution No. 2020-412** Requesting a Permanent Budget Adjustment (BAR) to the FY2020 Water Depreciation (41) Fund Budget for

Purchase and Installation of a Booster Pump Station at the New Kachina Water Tank, and Increased Transfer from the General Reserve (43) Fund to Cover the Additional Expense  
The Village submitted its fiscal year 2019-20 budget in July 2019. The Kachina Tank is now nearing completion and it was determined that a pump station should have been included in the original project estimate, but was not. In order to be completed, the tank will need to be tested by filling it with water. Also, in order to put the Kachina Tank into service this winter a temporary booster pump station will need to be installed. The engineers have estimated that the pumps, labor, and electrical work to install a three-phase pump at the tank will be approximately \$60,000. To cover the expense an additional transfer of funds from the General Fund Reserve (43) will be required in the amount of \$60,000.

Director Grabowski explained that a Resolution had been brought to Council for approval at the September 10, 2019 regular Council meeting but that there was an error with one side of the transfer being left off. The budget adjustment request was not accepted by the Department of Finance, Local Government Division and so is being brought to Council today for approval of this Amended and Restated Resolution No. 2020-412.

**MOTION: To Approve Amended and Restated Resolution No. 2020-412 Requesting a Permanent Budget Adjustment (BAR) to the FY2020 Water Depreciation (41) Fund Budget for Purchase and Installation of a Booster Pump Station at the New Kachina Water Tank, and Increased Transfer from the General Reserve (43) Fund to Cover the Additional Expense**

**Motion: Councilor Kern**

**Second: Councilor Stagg**

Discussion followed about the status of the water tank. Administrator Avila said that the tank had been filled with water and that a few leaks were discovered around some bolts. The leaks are being repaired with application of a strong polymer, he said. It is not critical to have the tank up and running this winter, said Mayor Pro Tem Wittman, who added that it is most important to finish using the grant money from the New Mexico Water Trust Board by concluding the construction. Administrator Avila said that the pump work would still need to go out to bid. The tank project is far enough along to fulfill the requirements of the Water Trust Board funding. This new pump will be installed in the existing pump house for the house on Blue Jay Ridge until the point at which a new pump house will be built in 2-3 years, in a different location.

**The Mayor called for a vote.**

**Passed: 4-0**

## 6. NEW BUSINESS

**A. Consideration to Approve Resolution 2020-415, the Local Government Transportation Project Fund Grant Agreement, Control No. LP50011 - Twining Road Improvement Project, Preliminary Engineering**

The Village's recent application submission to the Local Government Road Fund program established by the New Mexico Department of Transportation (NMDOT) succeeded and an award has been offered. Phase 1 - preliminary engineering is awarded at this time. Total cost for phase 1 is estimated to be \$275,500. The grant award, NMDOT's share, is \$261,725. The Village's 5% match is \$13,775. The linear extent of the project is Twining Road from the NE corner of the Parking Lot to the 'Beaver Pond', approximately 1.1 miles.

The initial project scope entails two ten-foot paved travel lanes and a four-foot bike/pedestrian lane with curb and gutter. Drainage improvements, erosion control, safety enhancements, and environmental preservation and sustainability in this fragile mountain habitat are included as part of the overall project.

**MOTION: To approve Resolution 2020-415, the Local Government Transportation Project Fund Grant Agreement, Control No. LP50011 - Twining Road Improvement Project, Preliminary Engineering**

**Motion: Councilor Stagg**

**Second: Councilor Kern**

**Passed: 4-0**

**B. Discussion of Presentation provided by the Village Hall Complex Task Force**

Mayor Brownell appointed four citizens to a task force at the October 8, 2019 Council meeting. The Task Force members are: Councilor Wittman, Councilor Pattison, P&Z Commissioner Caldwell, and P&Z Commissioner King. Mayor Pro Tem Wittman reported that the group had met and had elected Commissioner Caldwell as Chairperson.

Commissioner Caldwell said that at its first meeting, most of the group had agreed that it would be best to proceed with the plan to build a utilitarian office for the Police staff on the lower floor of the house, although there was also interest in trying to sell the property. He said that in order to proceed a complete plan for the project is needed, with exact costs and sources of funds.

The task force's written report stated that 1. any outstanding unfulfilled obligations be rescinded, including the property management contract and the public safety headquarters, 2. stop all spending at the complex now and continue with this status until 3. an updated status report from G.K. Baum was received based on audit information, 4. a real cost for several plan options was assessed, including splitting the project into two pieces, one for the upper portion and one for the lower portion, and 5. a market analysis was conducted to see what the current market value may be. A possible sale of the apartments should be considered. With \$2 million already invested in the project, perhaps a sale could take place and the Village could take a lease-back. Mayor Pro-Tem Wittman added that he advised his Committee that the second item on their list would not be accepted unless the Village Council would reconsider its decision to get the Village Police in the Office building as soon as possible, and proceed with the Landseer contract to get 8 of the 10 rental units ready to rent.

As background, the NMFA loan obtained for the purchase included \$850,000 for the purchase, and the remaining funds for upgrade of the main house for Village offices. However, approximately \$800,000 additional funds have been spent on the property.

Project Manager Willson said that most of the expenditures have been for excavation, grading, building the rock walls, tree and stump removal, and installation of the septic tanks. From the purchase in July 2016 to spring 2018 he worked on the NMED variance request for placing the septic tanks, conducting some preliminary demolition work in the house, and designing and redesigning, several times, the office space and driveway. When a committee got together to assess the project, the plan was made to increase the size of the project to have the house be offices for not only administrative staff, but also for public works and public safety staff. In addition, Council chambers were added to the design. The thought was that it made sense to build out all that would be needed for Village offices instead of just doing a partial attempt. The scope of the project had increased greatly. Council was briefed at various times on the status. Any work to be done had to go through an RFP process making the hiring of each contractor or service a lengthy process. Mr. Willson drew up plans that were then given to the architect chosen by RFP and the final plans were put out to bid for a contractor in December 2018. Before the bid deadline, Mr. Willson was told that this plan had changed and that now the Village's emergency transport vehicle needed to be placed at the Complex site but no offices or Council chambers. He said that he has been working towards this since that time, as well as towards public safety offices at the site. Additionally, some work to get the apartments ready to rent, including the full excavation and grading plan, has been conducted. Recent work included hiring an electrician which came to \$13,000 and a plumber for \$59,000. He has been working with the IT consultant, Ambitions, to get the fiber optic connected which would allow connection to the Village office server. Ongoing considerations are the costs of pumping the holding tanks frequently when the property is occupied, as well as the expiration of the septic variance in seven years.

Administrator Avila said that \$105,000 had been moved from public safety impact fees to be spent for the building and that another \$200,000 was in this impact fee account. The rental of the apartments would be set up as an enterprise fund for Village accounting. At least two of the apartments are planned to be used for housing EMS or other public safety staff. G.K. Baum had

been uncertain about the possibility of obtaining an additional loan for the project at its last assessment in December 2018.

Mr. Willson urged the group to consider programming needed for all municipal uses, including Village administrative staff to include the Administrator, Clerk, Finance Director, Reception, Planner, Building Official, as well as Public Works staff and Public Safety staff. Also needed is consideration of housing vehicles including fire trucks, the medical transport unit, and police vehicles. Mr. Willson said that in recent discussions with Mickey Blake, Mr. Blake had considered donating the land behind the Village Firehouse #1 to the Village and also selling the land adjacent to the Firehouse to the Village. There would be a possibility of extending the current Firehouse back towards the hillside and expanding it to the side for additional office space with vehicle bays below. Mr. Willson had drawn up preliminary plans several years ago for such a building addition.

In any case, the cost of an entire new building would be estimated at \$1.6-\$1.8 million. It was estimated that new construction would cost \$350 per square foot, while renovation should cost approximately  $\frac{3}{4}$  the cost of a new building. Given this, comments were made that this new Village Hall expense was not that large. Mr. Willson said that for an approximate fee of \$10,000 an estimator could be hired to guess at the probable cost of the new building, the plans for which were already drawn up by the architect.

Much discussion followed. The task force said that the discussion was very good and very helpful to them. They are concerned that if the Village does not currently have the funds to proceed then it should stop all work now. In the end, not everyone would be happy with the plan.

Other comments were made that the entire cost of the new building should be obtained. Other comments were that the end game plan was necessary. An overall budget had been discussed a year ago but never produced. Costs and numbers are needed in order to make choices. A plan is needed and it must be followed, with no further changes. Mr. Willson said that a plan had been in place to include various Village programming and it had been moving forward until he was told to stop in December 2018. Other comments were to suggest that at least the current public safety project should get done, then look at programming for all of the Village's needs.

Councilor Pattison suggested that obtaining an updated report from G.K. Baum and getting a market analysis, including a possible sale of the apartments, should be discussed at the next Council meeting. Councilor Wittman suggested getting a Village staff committee together to discuss the possibilities and get involved in decision-making.

Councilor Stagg said that employee housing is still a necessity in the ski valley. He suggested that TSVI could be asked if they wanted to fix up the apartments and in exchange, get free rent for its staff for a period of time or something of the sort.

The task force will continue its work.

## **7. MISCELLANEOUS**

**A.** Councilor Stagg reported that the most recent issue of SKI magazine listed Taos Ski Valley as number 12, which TSVI was pleased about.

**B.** Commissioner Caldwell asked that undergrounding the electric service in Amizette be seriously considered, as a recent tree falling on the electric lines had caused costly damage at the Inn at Taos Valley.

**C.** Building Official and NCRTD alternate representative Jalmar Bowden invited the community to attend an upcoming public meeting to be conducted by the NCRTD about blue bus ridership and service. The meeting is scheduled for Thursday, November 14, 2019 at 2:30 p.m. at the Rio Hondo Learning Center on Firehouse Road.

## **8. ANNOUNCEMENT OF THE DATE, TIME AND PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL**

The next regular meeting of the Village Council is scheduled for Tuesday, November 12, 2019 at 2:00 p.m. at the Edelweiss Lodge Club Room.

**9. ADJOURNMENT**

**MOTION: To Adjourn**

**Motion: Councilor Pattison                      Second: Councilor Kern                      Passed: 4-0**

The meeting was adjourned at 3:45 p.m.

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Tom Wittman, Mayor Pro Tem

ATTEST: \_\_\_\_\_  
Ann M. Wooldridge, Village Clerk