



**VILLAGE COUNCIL REGULAR MEETING AGENDA
MEETING TO BE HELD VIA ZOOM TELECONFERENCE
TAOS SKI VALLEY, NEW MEXICO
TUESDAY, NOVEMBER 24, 2020 2:00 P.M.**

- 1. CALL TO ORDER AND NOTICE OF MEETING**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. APPROVAL OF THE MINUTES OF THE OCTOBER 27, 2020 VILLAGE COUNCIL REGULAR MEETING and the NOVEMBER 10, 2020 VILLAGE COUNCIL SPECIAL MEETING**
- 5. CITIZEN'S FORUM** –for non-agenda items only. Limit to 5 minutes per person (please email awooldridge@vtsv.org to sign up)
- 6. COMMITTEE REPORTS**
 - A. Planning & Zoning Commission
 - B. Public Safety Committee
 - C. Firewise Community Board
 - D. Parks & Recreation Committee
 - E. Lodger's Tax Advisory Board
- 7. REGIONAL REPORTS**
- 8. MAYOR'S REPORT**
- 9. STAFF REPORTS**
 - A. Administrator Avila
 - B. Finance Director Grabowski
 - C. Police Chief Trujillo
 - D. Fire Chief Molina
 - E. Building Official Bowden
 - F. Planning Director Nicholson
 - G. Public Works Director Martinez
 - H. Clerk Wooldridge
 - I. Attorney Baker
- 10. OLD BUSINESS**
 - A. Discussion and Consideration to Approve Mayor's Executive Order 2020-04 For Safety Measures to Prevent the Spread of Covid-19 During the 2020-2021 Ski Season
 - B. Introduction: Consideration to Approve **Ordinance No. 2021-44** an Ordinance Known as the Village Wildland Interface Ordinance, Adopting the ICC International Wildland-Urban Interface Code 2015 Edition and Establishing Amendments Thereto
- 11. NEW BUSINESS**
 - A. Introduction: Consideration to Approve **Ordinance 2021-30** AN ORDINANCE ADOPTING ZONING REGULATIONS AND A ZONING MAP FOR THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO
 - B. Consideration to Approve **Resolution No. 2021-455** Requesting a Permanent Budget Adjustment to the FY2021 budget (BAR) for the Grant Awarded to the Village in October 2020 from the New Mexico Outdoor Recreation Division Special Projects and Outdoor Infrastructure Fund
 - C. Consideration to Approve **Resolution No. 2021-456**, a Resolution to Approve a BAR for the Purchase of Capital Equipment, Increasing the Expense and Transfer into the Roads Fund (05) and the Transfer out from Roads Impact fees (55) While Trading in and Disposing of Obsolete Capital Equipment Owned by the Village of Taos Ski Valley
 - D. Consideration to Acknowledge and Approve the Disposal of a PowerEdge 2900 Server, Capital

Equipment owned by the Village of Taos Ski Valley

E. Consideration of TIDD Board Request to Village Council to Designate an additional Agent of the Village to be Permitted to Inspect Certain NM Tax & Revenue Department Reports under the Terms of the NM Tax & Revenue Department Confidentiality Agreement, for the Purpose of Working with Approved Village Staff and the NM Tax & Revenue Department to Reconcile Gross Receipts Tax Allocations to the Village and to the TIDD

F. Consideration to Approve a Contract between the Village of Taos Ski Valley and Souder, Miller & Associates

G. Consideration to Approve Directing the Village Administrator to Issue a Work Order for a Water Study to Plummer Engineering under the Village's on-call Contract based on Funding Availability

H. Consideration to Approve a Village Procurement Policy

12. MISCELLANEOUS

13. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

14. ADJOURNMENT

-- Providing infrastructure & services to a World Class Ski Resort Community --



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

**VILLAGE COUNCIL REGULAR MEETING
DRAFT MINUTES
VIA ZOOM TELE CONFERENCE
TAOS SKI VALLEY, NEW MEXICO
TUESDAY, OCTOBER 27, 2020 2:00 P.M.**

1. CALL TO ORDER & NOTICE OF MEETING

The regular meeting of the Village of Taos Ski Valley Council was called to order by Mayor Brownell at 2:00 p.m. Notice of the meeting was properly posted.

2. ROLL CALL

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

Governing body present:

Mayor Christof Brownell
Councilor Jeff Kern
Councilor Neal King
Councilor Chris Stagg
Councilor Tom Wittman, Mayor Pro Tem

Staff present:

Village Administrator John Avila
Village Clerk Ann Wooldridge
Finance Director Nancy Grabowski
Building Official Jalmar Bowden
Public Works Director Anthony Martinez
Police Chief Sam Trujillo
Planning Director Patrick Nicholson
Village Attorney Susan Baker

3. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as presented

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

4. MOMENT OF SILENCE

Mayor Brownell asked for a moment of silence to honor the recent passing of Hotel St. Bernard owner and Taos Ski Valley Pioneer Jean Mayer, as well as for the passing of Clerk Wooldridge's mother.

5. APPROVAL OF THE MINUTES OF THE SEPTEMBER 8, 2020 VILLAGE COUNCIL REGULAR MEETING and the SEPTEMBER 28, 2020 VILLAGE COUNCIL SPECIAL MEETING

MOTION: To approve the minutes as presented

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

6. CITIZENS' FORUM – Limit to 5 minutes per person (please sign in)

A. TSVI CEO David Norden said that the recent two-foot snowfall was a promising sign, and that the sale of season passes, daily tickets, and ski lessons was going well. Mr. Norden relayed that COVID-safe best practices would have to be followed by staff and guests alike to have a safe season and stay open. The four reasons for opening the ski season are to continue employing the staff, to run the largest economic engine in Taos County, to get people outside having fun and exercising, and to continue with TSVI's economic revitalization efforts. Mr. Norden said that TSVI has fulfilled the requirements to become NM Safe Certified, the only ski area to do so. The ski resort will have to

operate at week-day levels to maintain safe practices and social distancing. TSVI will follow the Governor's orders and this winter; it will not be business as usual.

7. **COMMITTEE REPORTS**

A. **Planning and Zoning Commission** –Commission Chair Wittman reported that the P&Z Commission had not met. The next meeting will be held on November 2, 2020 at 1:00 p.m. via Zoom.

B. **Public Safety Committee** – Mayor Brownell reported that the Committee and the Board had met on October 5, 2020. They are working on a Firewise Board mission statement and on an update to the evacuation plan. The Public Safety Committee will meet on November 2, 2020 at 10:00 a.m. via Zoom.

C. **Firewise Community Board of Directors** – The Board will meet on November 2, 2020 at 11:00 a.m. via Zoom.

D. **Parks & Recreation Committee** – Committee Chair Katherine Kett reported that the Committee members would like to enhance Hiker Parking and met on-site on October 18, 2020 to discuss plans. The next meeting has not yet been scheduled.

E. **Lodger's Tax Advisory Board** – Co-chair Stagg said that the Chamber will be presenting a revised budget to the Board. The next meeting has not been scheduled.

8. **REGIONAL REPORTS**

Planning Director Nicholson and Administrator Avila reported on recent regional teleconference meetings.

9. **MAYOR'S REPORT**

Mayor Brownell said that the process to appoint members to the newly formed Capital Infrastructure Advisory Committee was under way.

Meetings have been taking place between the Village and David Norden with TSVI for coordination of winter opening plans.

10. **STAFF REPORTS**

Administrator Avila reported on ongoing projects including COVID-safe planning for the Village, for the community, and for ski season operations, working in conjunction with TSVI. Mr. Avila also updated on the Kachina Tank and the Village Complex.

The Village Administrator's report can be viewed in the Council packet for this meeting.

Department Briefs

- Finance Director Grabowski's report was submitted with the Council packet. GRT collections year-to-date are \$188,880 compared to \$156, 957 for last year. Lodger's tax collections are down 29%, as well as water and sewer revenue.
- Chief Trujillo's report was included in the packet.
- Chief Molina said that a new cross-band repeater will be installed in the coming weeks for use by emergency personnel.
- Planning Director Nicholson's report was included in the meeting packet.
- Building Official Bowden's report was included in the Council packet.
- Public Works Director Martinez' report is in the meeting packet.

11. **OLD BUSINESS**

A. **PUBLIC HEARING:** Consideration to Approve Ordinance No. 2021-14 Amended Lodgers Tax Ordinance
The Village of Taos Ski Valley's Lodgers Tax Ordinance has not been amended for consistency with New Mexico Act SB 106 removing the exception for less than 3 units. With this change, every short-term rental would now be treated the same, with all properties expected to follow the requirements.

This change allows for uniformity of application to all rental units for the requirement of business registration, payment of Gross Receipts Tax to the correct location code, and remittance of Lodgers Tax based on gross rent charges.

PUBLIC HEARING: Mayor Brownell spoke in favor of adopting this Ordinance as this will make lodger's tax collections more fairly collected, he said. No one spoke against. The Public Hearing was closed.

MOTION: To Approve Ordinance No. 2021-14 Amended Lodgers Tax Ordinance

Motion: Councilor Wittman Second: Councilor Kern Passed: 4-0

B. Consideration to Approve Resolution No. 2021-447 in Support of Designating the Rio Hondo and Lake Fork as Outstanding National Resource Waters

Director Nicholson said that the Village was recently approached by Axie Navas, Director of the new State of New Mexico Outdoor Recreation Division (ORD), and Rachel Conn, Projects Director for Amigos Bravos, to assist in nominating and petitioning the NM Water Quality Control Board to designate the Rio Hondo and Lake Fork as Outstanding Natural Resource Waters (ONRW). ONRW designation provides the highest level of water quality protection and discourages water quality degradation caused by new or increased sources of pollution. ONRW designation also streamlines the approval process for future watershed protection and restoration projects such as riparian habitat restoration, forest thinning to mitigate wildfires, and other activities.

Director Nicholson said that this Resolution is an ideal complement to TSVI's "B Corporation" status and stated corporate ethos, and directly supports and reinforces the Village Master Plan Principles and Goals.

Rachel Conn with Amigos Bravos said that any type of activity that did not create pollution would still be allowed. Ms. Nava explained that she would be putting the application together to submit to the Water Quality Control Commission. A public hearing will be held on the application in mid-2021. Adoption of this Resolution by the Village shows support for the effort.

MOTION: To Approve Resolution No. 2021-447 in Support of Designating the Rio Hondo and Lake Fork as Outstanding National Resource Waters

Motion: Councilor Wittman Second: Councilor King. Passed: 4-0

12. NEW BUSINESS

A. Consideration to Approve Resolution No. 2021-450 Requesting a Permanent Budget Adjustment to the FY2021 Budget (BAR) to Accept the CARES ACT Funding, Creating Fund No. 65, along with the Corresponding Budget
In August 2020, the Department of Finance (DFA) offered the opportunity to apply for CARES ACT grant funding to local governments and counties to assist with additional, unbudgeted costs that have arisen from the Covid-19 pandemic. The Village of Taos Ski Valley applied and was awarded a grant of \$97,875.00. These funds were not included in the original budget submission, but the CARES ACT revenue, expenses and transfers must now be added into the FY2021 budget to submit the first quarter report. The funds that were expended for Covid-19 from March-June 2020 will be transferred back to the general fund in the amount of \$8,200.00. The additional transfer of \$750 is to cover lodging at the TML Apartments for on call, emergency staffing. Expenses include signage including a new light up memo board, PPE and safety supplies for staff and emergency personnel, additional EMS, Police and Fire staffing, and other materials and supplies as needed. Staff is working closely with the Chamber to create signage for the safety of the community. These funds are available for expenses which are purchased, received, and paid for in full by December 30, 2020.

MOTION: To Approve Resolution No. 2021-450 Requesting a Permanent Budget Adjustment to the FY2021 Budget (BAR) to Accept the CARES ACT Funding, Creating Fund No. 65, along with the Corresponding Budget

Motion: Councilor Wittman Second: Councilor King Passed: 4-0

B. Consideration to Approve Resolution No. 2021-451 Requesting a Permanent Budget Adjustment to the FY2021 Budget (BAR) to Carry Forward the Remaining FY2020 Lodger's Tax Transfer

In November of 2019, the Lodgers Tax Committee approved a transfer to assist the Village for tourist-related expenses. The Village Council accepted this funding per BAR Resolution No. 2020-416 at its November Council regular meeting. The Lodger's Tax Committee has now agreed that since the Village did not request and receive the entire approved amount, that the Village may carryforward the remaining \$26,000.00 into the FY2021 budget cycle. The Village will request funding once expenses have been made and will submit requests to the Lodger's Tax Committee for approval, following the normal Lodger's Tax required processes.

MOTION: To Approve Resolution No. 2021-451 Requesting a Permanent Budget Adjustment to the FY2021 Budget (BAR) to Carry Forward the Remaining FY2020 Lodger's Tax Transfer

Motion: Councilor Wittman Second: Councilor King Passed: 4-0

C. Council Acknowledgement of the FY2021 1st Quarter Financial data for submission to the Department of Finance Local Government Division

As per the Department of Finance (DFA), Local Government Division, it is required to have the quarterly financial information submitted no later than 30 days after the close of each quarter. Attached was the summary report to be submitted to DFA by October 31, 2020, along with the Profit and Loss from July 1-September 30, 2019. Staff is submitting this report to the Council for its review and acknowledgement of the financial status of the Village as of September 30, 2020.

MOTION: To Acknowledge the FY2021 1st Quarter Financial data for submission to the Department of Finance Local Government Division

Motion: Councilor Wittman

Second: Councilor King

Passed: 4-0

D. Consideration to Approve Resolution No. 2020-452 Designating Kachina Vista Municipal Park

On June 13, 2017 Village Council approved the recommendation of the Parks and Recreation Committee June 5, 2017 meeting.

On June 13, 2017 Village Council approved the recommendation of the Parks and Recreation Committee to close Kachina Road to create a new Village Municipal Park. During winter months Kachina Road would remain closed and no access would be allowed due to high avalanche risk, and once the danger of avalanche has passed, including spring snow melt with falling rocks, Kachina Road would be closed to through vehicular traffic to be utilized by hikers and bikers, and for various pedestrian-friendly activities, as a municipal park.

This would provide an easier incline, and a less dusty and scenic route for visitors and residents. Parks & Recreation Committee members feel that with proper signage, a few parallel parking spaces could be designated at either end, or not.

A plan for emergency or scheduled use of Kachina Road could be ensured via a plan set forth between the Village Public Works and Public Safety Departments. Proper signage could be posted indicating that parking in front of the gate is not permitted.

The Kachina Vista Municipal Park designation was not considered permanent and required an extension of a designation as a recreational trail park.

MOTION: To Approve Resolution No. 2020-452 Designating Kachina Vista Municipal Park

Motion: Councilor Wittman

Second: Councilor King

Passed: 4-0

E. Consideration to Approve Resolution No. 2020-453 Approving an Extension to the NMDOT FY 2019/2020 Local Government Road Program

The Village Council needs to approve a resolution for State Highway and Transportation Department funding. After passage of the Resolution, the Highway Department will draft a contract for Village approval for the FY2021 road project. The State has committed to funding in the amount of \$60,000.00 with the Village contributing 25% of total project costs, or \$20,000.00, for a total project cost of \$80,000.00.

Monies for the project will be used for full construction with drainage improvements of various local streets.

MOTION: To Approve Resolution No. 2020-453 Approving an Extension to the NMDOT FY 2019/2020 Local Government Road Program

Motion: Councilor Stagg

Second: Councilor Wittman

Passed: 4-0

F. Consideration to Approve Credit Request for Powderhorn Condominiums' July Utility Bill

The current Revenue Collection Policy was applied to determine if a credit would be available for the July 2020 water/sewer bill for the Powderhorn Condominiums. Since Staff is not able to grant a variance to Village policies, this is being brought to Council for consideration.

MOTION: To Approve a Credit Request for Powderhorn Condominiums' July Utility Bill down to the amount of a five-year average amount for July

Motion: Councilor King

Second: Councilor Wittman

Passed: 4-0

G. Consideration to Approve Credit Request for Schnitzer House Utility Bills

The current Revenue Collection Policy was applied to determine if a credit would be available for two months in question, October 2019, and May 2020. As no credit was available, the Schnitzer's property manager, Kim Hamstra, wrote a letter to the Village explaining the trouble that they have been experiencing at the house over the last couple of years. Since Staff is not able to grant a variance to Village policies, this is being brought to Council for consideration.

MOTION: To Approve a Credit Request for the Schnitzer House Utility Bills in the amount of \$1,500

Motion: Councilor King

Second: Councilor Wittman

Passed: 4-0

13. MISCELLANEOUS

14. ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

The next meeting of the Village Council will be a Special Meeting on Tuesday, November 10, 2020 at 2:00 p.m., and the next Regular Meeting will be held on Tuesday, November 24, 2020 at 2:00 p.m. via Zoom.

15. ADJOURNMENT

MOTION: To Adjourn

Motion: Councilor Wittman

Second: Councilor King

Passed: 4-0

The meeting adjourned at 4:20 p.m.

Christof Brownell, Mayor

ATTEST: _____
Ann M. Wooldridge, Village Clerk



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

**VILLAGE COUNCIL SPECIAL MEETING
DRAFT MINUTES
VIA ZOOM
TAOS SKI VALLEY, NEW MEXICO
TUESDAY, NOVEMBER 10, 2020 2:00 P.M**

1. CALL TO ORDER & NOTICE OF MEETING

The Special Meeting of the Village of Taos Ski Valley Council was called to order by Mayor Brownell at 2:00 p.m. The notice of the Special Meeting was properly posted.

2. ROLL CALL

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

Governing Body Present

Mayor Christof Brownell
Councilor Jeff Kern
Councilor Neal King
Councilor Chris Stagg
Councilor Tom Wittman, Mayor Pro Tem

Village Staff Present

Village Administrator John Avila
Village Clerk Ann Wooldridge
Finance Director Nancy Grabowski
Building Official Jalmar Bowden
Public Works Director Anthony Martinez
Police Chief Sam Trujillo
Planning Director Patrick Nicholson
Village Attorney Susan Baker

3. APPROVAL OF THE AGENDA

MOTION: To approve the agenda and adding discussion of pending litigation in the Closed Session

Motion: Councilor Stagg

Second: Councilor Wittman

Passed: 4-0

4. MAYOR'S REPORT

A. Mayor Brownell said that he had been working with Mogul Medial to draw up a list of questions for both staff and for guests. These two lists will be added as addendums to the Executive Order and the Order will be re-issued.

5. OLD BUSINESS

A. Consideration to Approve Appointment by Council of Members to the new Capital Improvements Advisory Committee

The Council, at the September 8, 2020 meeting, approved by Resolution No. 2021-449 the creation of the Village of Taos Ski Valley Capital Improvement Advisory Committee (CIAC). This is in accordance with Section 5-8-19 of the NM Development Fees Act, to advise the

municipality of the need to update or revise the land use assumptions and the capital improvement plan.

Mayor Brownell recommends the following applicants to appointment by the Council to the Village of Taos Ski Valley Capital Improvement Advisory Committee:

Community Members:

Mike Fitzpatrick Russell Olson
Katherine Kett Ben Cook

Development/Construction Fields:

Paddy McNeely Tom Mastor
Mike Bower

MOTION: To Approve Appointment of these seven candidates to the new Capital Improvements Advisory Committee

Motion: Councilor Wittman Second: Councilor King Passed: 4-0

6. NEW BUSINESS

A. Consideration to Approve Resolution No. 2021-454, A Resolution Authorizing and Approving Financial Assistance from the New Mexico State Highway and Transportation Department FY2021, NM LGRF DOT CONTROL No. L500394

The Village Council needs to approve a resolution for State Highway and Transportation Department funding. After passage of Resolution No. 2021-454, the Highway Department will draft a contract for Village approval for the FY2021 road project. At this point, the State has committed to funding in the amount of \$60,000.00 with the Village contributing 25% of total project costs, or \$20,000.00, for a total project cost of \$80,000.00.

Monies for the project will be used for full construction with drainage improvements of various local streets.

MOTION: To Approve Resolution No. 2021-454, A Resolution Authorizing and Approving Financial Assistance from the New Mexico State Highway and Transportation Department FY2021, NM LGRF DOT CONTROL No. L500394

Motion: Councilor King Second: Councilor Stagg Passed: 4-0

B. Council Acknowledgment and Acceptance of Radio Equipment Donation from A-1 Communications to Taos Ski Valley Fire & Rescue

Chief Molina explained that the Taos Ski Valley Fire and Rescue (TSVFR) has been given a donation of radio equipment from A-1 Communications in Albuquerque, NM. It has been some time since the radio equipment has been upgraded in the Fire Department's apparatus. Since TSVFR is currently on VHF frequencies and Taos County Central Dispatch is on UHF, it has been difficult to communicate with Central Dispatch and to respond to mutual-aid calls from other agencies needing assistance. Having all Taos County departments on the same frequencies will be a big benefit to the Fire Department, to the Village, and to TSV Inc. Included in the donation is a converter which will allow the Village to continue using the radios it currently owns and remain on VHF.

MOTION: To Acknowledge and Accept the Radio Equipment Donation from A-1 Communications to Taos Ski Valley Fire & Rescue

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

7. MISCELLANEOUS

A. Councilor Wittman said that during the TIDD Board meeting he had inquired about whether an improvement to the road between Hiker Parking and the Phoenix Lodge could become a part of the Hiker Parking improvement item which is on the list of TIDD-eligible projects. Councilor

Wittman said that parking spots could possibly be added on both sides of the road for an increase of up to 100 cars. This will be discussed in more detail later.

B. Jeff Muggleston asked about the limits of Village authority in mandating items in the Emergency Resolution and the Mayor's Executive Order. It was explained that municipalities have the right to regulate businesses. In addition, without being COVID-safe, business would not be able to operate in the winter and the local economy depends on ski season.

C. TSVI CEO David Norden announced that Taos Air would not be operating this winter.

8. CLOSED SESSION

A. Discussion of Acquisition of Real Property and of Pending Litigation

MOTION: To go to Closed Executive Session

Motion: Councilor King Second: Councilor Wittman Passed: 4-0

MOTION: To return to Open Session

Motion: Councilor King Second: Councilor Stagg Passed: 4-0

No decisions or motions were made during closed session.

9. ANNOUNCEMENT OF THE DATE, TIME, AND PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL

The next meeting of the Village Council will be the Council Regular Meeting on November 24, 2020 at 2:00 p.m. via Zoom Teleconference.

10. ADJOURNMENT

MOTION: To Adjourn

Motion: Councilor Stagg Second: Councilor Wittman Passed: 4-0

The meeting was adjourned at 3:35 p.m.

Mayor Christof Brownell

ATTEST: _____
Ann M. Wooldridge, Village Clerk

John Avila
Village Administrator
Village of Taos Ski Valley Council
Monthly Briefing
November 24, 2020



*** Ongoing & Past Projects ***

COVID -19 - Pandemic Emergency:

Helping us deal with the COVID emergency by communicating with business members and supporting the development of tools for the safety of the business and the wider community, has been a Village requested and welcome role of the Taos Ski Valley Chamber of Commerce. In municipalities across the State Chambers of Commerce are contracted for more than just one business support activity. We hope the agreement and funding for the Chamber activities will support the expanded role in economic development and community support. Efforts by the Chamber to serve its members and the community with outreach during this pandemic emergency are appreciated and should be a role of the Chamber beyond that of a marketing intermediary.

What is required to conduct business under the Executive Order within the Village, during the COVID pandemic is that:

- **Village businesses must provide record that be Safe Certified by November 15, 2020**
- **Village businesses must provide record that all employees have taken the Taos Ski Valley COVID Safe Pledge**
- **Village businesses must provide record that all employees are tested within a week of beginning work.**
- **Village businesses must provide record that all employees complete COVID screening daily.**
- **Village businesses must provide record that all employees are tested randomly during the season (20%/month).**
- **All lodging business must provide record that guests have been screened and informed of the New Mexico's Public Health Mandate.**

The Executive Order as recently amended allows for a week rather than 72 hours within which to get an initial pre-employment COVID test clearance.

The Taos Ski Valley Chamber of Commerce along with Mogul Medical from requests of the Village of Taos Ski Valley and Taos Ski Valley Incorporated have investigated and secured a screening tool and organized availability for random testing. These services are provided to all current Chamber members and members of the business community and lodging providers that may want to join the Chamber.

The use of the Chamber facilitated screening and testing fills the requirements of the Orders without the chore of keeping separate records to provide to the Village while keeping the HIPA and other regulations secure. Broad use of this service also allows the Village to concentrate enforcement efforts on business not automatically providing compliance records.

CARES Local Government CARES Act Relief Funds Application was submitted to include many of our projected needs including especially emergency housing for EMS and remote office functionality. We do have units available at the Village Complex that have been prepared for that possibility. COVID warning signage, disinfection, purchase of protective equipment and public educational outreach are other efforts that have been founded through the CARES grant. A portion of the requested amount was funded and can be used to reimburse some expenditures to date and help fund the effort against COVID through December.

Facility Undergrounding

Our contractor, ABI has been coordinating with KCEC and the Village to finish projects on the north side of NM150 they include underground lines on Emma/Gusdorf, Gerson and NM150 up to the Inn of Taos Ski Valley. Kit Carson Electric Cooperative must still finish the permit application with NM Department of Transportation and the US Forest Service before work can begin along the South side of NM 150

Although residents are free to use Village contractors, they should independently be contracted by the private owners to finish the connection to their homes. Procurement restrictions do not allow the government to be an agent of the contractor for the private use. Alternatively, once the underground service is available near a property, the five steps to connecting underground are;

The Owner to engage a contract electrician for work on their property,
Then together contact KCEC with the meter number and request an upgrade to an underground service, KCEC and the electrician will contact the Village for underground permitting and start credit request for public ROW work,
Proceed with underground work and connect to the underground service,
Make the credit application for the portion of work done in the public ROW. If the property is undeveloped the request is for a new service.

We are again meeting with KCEC this month to review the status of Village projects including developing an informational meeting This is expected after work season completion, so that the public can be further informed as to the projects at hand and the potential for futures underground electric projects.

WWTP –

The upgraded Waste Water Treatment Plant was needed for system expansion, protecting the water conditions of the area. This is required for the increased demands on the system.

In order to increase capacity needed within limited space and funding, a mechanical system was selected by Village for the Waste Water System upgrade. This system has many considerations beyond that of the traditional plant. Ensuring that sewer waste entering the system is protected against grease deposits also will help the efficiency of the MBR system. This may require updating the ordinances so that any likely source of grease contaminants is excluded from the system

The roof repair to the old plant is a phase that is being done by the Village as it was not in the scope for the project and a foam repair option was judged insufficient. Project management for this task is currently assigned outside the department.

As of last reporting, ongoing work for the Waste Water Treatment Plant includes continued optimized efficiency of the Ovivo System along with ongoing training. Ovivo engineers and technicians are in contact to address system operations issues.

COVID emergency precautions include using the CES price agreement to engage Sauder Miller and Associates as emergency backup for certified staffing.(Agenda Item)

Anthony Martinez, Director of Public Works (field report)

Kachina Water Tank –

Since Blue Jay Ridge is included in the COOP list for street projects, that funding can be used to make improvements. The Tank can only take so much weight on top, so a barrier is recommended to keep any unauthorized visitors and vehicles away. The Kachina Tank is completely covered with only maintenance installations showing.

The pump station upgrades allow for remote automatic operation between the pumps and tank equipment. With the pump station operational, the tank is sterilized again and distribution lines have received testing. The Tank will be refilled in preparation for system supply.

Anthony Martinez, Director of Public Works (field report)

Village Hall Complex –

The Public Safety Office is a workable start to further developing Village office at the site and if the Fire/EMS Administration Office is located on site, there is opportunity for additional Fire Grant Funding, funding that can be used for equipment and building.

Dealing with the COVID restrictions has demonstrated that temporary offices can be operational in the previous EMT unit, which would allow bunking at the station again. The Village office is operating with

a fraction of personnel under the latest restrictions and some apartment units are doubling as remote offices to allow for distancing.

TIDD – Progress of the TIDD project - Thunderbird/Ernie Blake Roads nears completion with some adjustments needing to wait for the spring. In observation of the holiday no work is scheduled 11/26-11/29. The work at the Post Office entry includes concrete installation, ADA railing is to be installed once ADA access is available. The ADA ramp is installed.

Work on driveway and access issues continue and include designation and authorization details that still need clarification. For pending TIDD project dedication is to be available for review all the plan as well as As-Built, Right of Way and easement information need to be complete. Along with the project review required of the Village by the MDA, audit requirements also need to be met so that the full value of a project can be accounted for by the Village. After review of all the TIDD dedication documents, the Village Staff will be able to make a recommendation for dedication of the projects.

Patrick Nicholson; Director of Planning and Community Development (field report)

Items

- We hope to have prepared all the information and propose a fiscal mid-year Work Study and Budget Review. We should have an understanding of how a reduced season opening translates into revenue and expenses for estimating Village operational status for the rest of the fiscal year.
- The last update to procurement policy was 7/1/96 and although the policy has been continuously in place the update and formalization will help build the discipline needed to improve (Agenda Item). The policy was reviewed for effectiveness and procedural constraints. Improper starts with engaging services have led to delays and if not corrected could lead to more serious issues. Likewise some basic training requirements had to be completed before we could bring forward the resolution for procurement policies.
- A survey of Village employees was conducted to gauge interest in the Village Complex Apartment units. From the limited response we learned that some of the issues included; lack of parking, already having a satisfactory residence, age and condition of the units and cost of rent including utilities.

Work Force Housing Employee Survey:

The Village has invested substantially in Work Force Housing Apartments over the last few years. The Taos Mountain Lodge (TML) project was undertaken to create the Village Complex (PLX). The plan includes Work Force Housing along with Village Offices. The units were offered to the public by the property manager at \$1,000/month utilities paid. We are no longer working with the property manager.

However, if you had the opportunity to live in one of the units as part of your compensation would you be interested? **Circle: YES NO**

If YES, how much of your compensation per week would you accept as rent? \$ _____

If NO, what are some reasons that you would not like renting a unit?

1

2

3

If you had a chance to buy a unit as a condominium would you be interested? **Circle: YES NO**

If YES, how much do you think a unit should cost on the market? \$ _____

If NO, what are some reasons that you think the units are not attractive as condominiums?

1

2

3

The Village Offices have been planned for the ~~TML~~, PLX. A lot of input came from staff for an Architectural Design.

Did you get to give input on the design? **Circle: YES NO**

How would you like to see the Village Offices develop?

Thanks for your participation,

Please return SURVEY to Renee at the office or by email Village of Taos Ski Valley <vtsv@vtsv.org>

Council Notes for November 24 ,2020 Meeting:

Revenues:

GRT :

This month last year: \$ 0 distribution This month this Year: \$82,049.26

Last Year YTD: \$156,957 This Year YTD: \$270,930

The TIDD did not receive any GRT in October for August collections

Lodgers Tax:

This month last year: \$18,540 This Month this year: \$17,195

YTD Last year: \$ 69,750 YTD This year YTD: \$53,373

REVENUES:

- We received \$9,054.12 in hold harmless GRT revenue in October which will be transferred to the USDA fund for monthly loan payments on WWTP. Note that we did not receive GRT in August or October of 2019, so the comparison is skewed. GRT is only being posted in the general fund.
- Combined Water and sewer sales are down 15%. Transfers have been made for USDA debt payments through October. Still unable to transfer funds for \$101K due on 11/27/20. Concerned that we are falling behind in water/sewer sales and may not be able to make transfers needed for all upcoming debt service payments without using reserve funds.
- Lodger's tax collections are down 23.5%
- We did not receive our 2nd fire grant disbursement until 11/2...last fiscal year it was received in October
- Village received \$270.00 in property tax collections in October Down 45%.
- Interest revenue is down 90%. Not a surprise at all with decrease in interest rates

EXPENSES:

- Salaries and FICA expenses are down primarily because we are not utilizing our on-call architect.
- Part time salary shows as up because that category was not being used last fiscal year
- Health insurance expense shows as up because no payment was made to GSD for insurance in September 2019
- FICA Medicare is also a new category. This was set up to make budgeting and reporting easier and more transparent.
- Materials and supplies are up because of the 2 applications of mag on Twining road this summer and fall
- Equipment repairs expense is up. Old equipment being maintained.

OTHER:

Nothing at this time.

11:08 AM

11/13/20

Cash Basis

VILLAGE OF TAOS SKI VALLEY
Profit & Loss Prev Year Comparison
 July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
4012 · REVENUE -Water Sales	54,465.02	60,697.88	-6,232.86	-10.3%
4013 · Revenue - Sewer	199,652.07	242,789.39	-43,137.32	-17.8%
4018 · REVENUE- GRT HB 6	380.00	63.33	316.67	500.0%
4019 · REVENUE-Hold Harmless GRT	44,145.03	18,684.02	25,461.01	136.3%
4020 · REVENUE - GRT MUNICIPAL	132,562.48	71,151.19	61,411.29	86.3%
4021 · REVENUE - GRT- STATE	132,367.09	57,609.24	74,757.85	129.8%
4022 · REVENUE - GRT - ENVIRONMENT	0.00	2,938.49	-2,938.49	-100.0%
4023 · REVENUE - GRT - INFRASTRUCTURE	0.00	11,754.48	-11,754.48	-100.0%
4025 · REVENUE -LIQUOR LICENSES	0.00	250.00	-250.00	-100.0%
4026 · REVENUE - BUSINESS LICENSE	2,255.00	665.00	1,590.00	239.1%
4027 · REVENUE - OTHER	26,374.31	32,142.07	-5,767.76	-17.9%
4028 · REVENUE - GASOLINE TAX	1,781.54	1,777.49	4.05	0.2%
4029 · REVENUE - LODGER'S TAX	53,373.38	69,748.95	-16,375.57	-23.5%
4031 · REVENUE - PARKING FINES	490.00	270.00	220.00	81.5%
4034 · REVENUE - MOTOR VEHICLE FEES	6,230.15	5,873.43	356.72	6.1%
4035 · REVENUE - BUILDING PERMITS	25,478.42	12,042.55	13,435.87	111.6%
4036 · REVENUE -Licenses/Permits Other	80.00	35.00	45.00	128.6%
4037 · REVENUE - GENERAL GRANTS	303,222.71	21,800.00	281,422.71	1,290.9%
4040 · REVENUE - WATER CONNECTION FEES	4,699.36	0.00	4,699.36	100.0%
4041 · REVENUE - SEWER CONNECTION FEES	3,784.18	0.00	3,784.18	100.0%
4046 · REVENUE - SOLID WASTE FEE	23,291.02	20,476.10	2,814.92	13.8%
4047 · REVENUE - OTHER OPERATING	860.33	16,678.87	-15,818.54	-94.8%
4049 · REVENUE - FIRE GRANTS	50,950.40	73,302.60	-22,352.20	-30.5%
4050 · REVENUE - IMPACT FEES	6,873.40	0.00	6,873.40	100.0%
4053 · REVENUE - GRT MUN CAP OUTLAY1/4	0.00	11,754.48	-11,754.48	-100.0%
4056 · REVENUE - LEGISLATIVE APPROPRI.	0.00	1,262,606.55	-1,262,606.55	-100.0%
4058 · Plan Review Fees	6,256.65	3,674.47	2,582.18	70.3%
4060 · WTB FY2016 revenue	0.00	461,437.95	-461,437.95	-100.0%
4100 · Miscellaneous Revenues				
4110 · Misc Revenue- TIDD reimburse	2,300.25	7,333.07	-5,032.82	-68.6%
Total 4100 · Miscellaneous Revenues	2,300.25	7,333.07	-5,032.82	-68.6%
4190 · Rental Fees	6,450.00	0.00	6,450.00	100.0%
7004 · REVENUE - FINANCE CHARGE ON W/S	843.70	290.55	553.15	190.4%
7005 · REVENUE - INTEREST INCOME	4,544.27	47,214.07	-42,669.80	-90.4%
7006 · REVENUE -INVESTMENT INTEREST	3,739.82	3,501.46	238.36	6.8%
7007 · REVENUE - INTEREST IMPACT FEES	17.61	90.89	-73.28	-80.6%
7010 · REVENUE - AD VALOREM TAX	11,474.15	21,036.43	-9,562.28	-45.5%
9000 · BEG. BALANCE	0.00	0.00	0.00	0.0%
Total Income	1,108,942.34	2,539,690.00	-1,430,747.66	-56.3%
Gross Profit	1,108,942.34	2,539,690.00	-1,430,747.66	-56.3%
Expense				
6100 · Salary and Benefits				
6112 · SALARIES - STAFF	343,831.24	391,566.13	-47,734.89	-12.2%
6113 · SALARIES - ELECTED	11,817.63	11,817.63	0.00	0.0%
6114 · SALARIES - PART TIME	2,095.00	0.00	2,095.00	100.0%
6115 · Overtime salaries	2,137.38	3,598.96	-1,461.58	-40.6%
6121 · WORKER'S COMP INSURANCE	10,208.44	14,619.00	-4,410.56	-30.2%
6122 · HEALTH INSURANCE	68,537.42	49,349.98	19,187.44	38.9%
6125 · FICA EMPLOYER'S SHARE	21,945.65	30,689.64	-8,743.99	-28.5%
6126 · WORKMAN'S COMP PERSONAL ASSESS	86.00	90.30	-4.30	-4.8%
6127 · SUTA STATE UNEMPLOYMENT	274.03	267.05	6.98	2.6%
6128 · PERA Employer Portion	32,115.68	31,929.67	186.01	0.6%
6130 · HEALTH INCENTIVE - SKI PASS/GYM	600.00	951.88	-351.88	-37.0%
6133 · Life Insurance	331.29	239.36	91.93	38.4%
6134 · Dental insurance	4,385.31	3,149.13	1,236.18	39.3%
6135 · Vision Insurance	773.76	486.03	287.73	59.2%
6136 · FICA -EMPLOYER SHARE MEDICARE	5,132.43	0.00	5,132.43	100.0%
Total 6100 · Salary and Benefits	504,271.26	538,754.76	-34,483.50	-6.4%
6220 · OUTSIDE CONTRACTORS	387,233.10	5,212,937.71	-4,825,704.61	-92.6%
6225 · ENGINEERING	59,083.10	83,010.22	-23,927.12	-28.8%
6230 · LEGAL SERVICES	48,712.20	7,862.41	40,849.79	519.6%
6242 · ACCOUNTING	4,457.08	3,995.97	461.11	11.5%
6244 · AUDIT	0.00	10,177.94	-10,177.94	-100.0%
6251 · WATER PURCHASE, STORAGE	90.61	94.71	-4.10	-4.3%
6252 · INTERNET	684.88	0.00	684.88	100.0%
6253 · ELECTRICITY	28,971.87	8,583.81	20,388.06	237.5%
6256 · TELEPHONE	5,891.25	5,617.30	273.95	4.9%
6257 · RENT PAID	0.00	3,221.17	-3,221.17	-100.0%
6258 · WATER CONSERVATION FEE	164.15	215.82	-51.67	-23.9%
6259 · Natural Gas	695.99	414.33	281.66	68.0%

11:08 AM

11/13/20

Cash Basis

VILLAGE OF TAOS SKI VALLEY
Profit & Loss Prev Year Comparison
 July through October 2020

	Jul - Oct 20	Jul - Oct 19	\$ Change	% Change
6270 · LIABILITY & LOSS INSURANCE	75,629.57	49,165.49	26,464.08	53.8%
6310 · Advertising	0.00	164.92	-164.92	-100.0%
6312 · CHEMICALS & NON DURABLES	3,378.40	6,574.51	-3,196.11	-48.6%
6313 · MATERIAL & SUPPLIES	37,635.86	17,046.20	20,589.66	120.8%
6314 · Dues/fees/registration/renewals	3,142.00	3,069.00	73.00	2.4%
6315 · BANK CHARGES	679.83	836.30	-156.47	-18.7%
6316 · Software	2,414.12	0.00	2,414.12	100.0%
6317 · Personal Protective Equipment	7,064.91	634.26	6,430.65	1,013.9%
6318 · Postage	835.90	757.00	78.90	10.4%
6320 · EQUIPMENT REPAIR & PARTS	14,381.47	4,642.99	9,738.48	209.8%
6321 · BUILDING MAINTENANCE	45.14	21.84	23.30	106.7%
6322 · SMALL EQUIP & TOOL PURCHASES	822.69	9,041.93	-8,219.24	-90.9%
6331 · OUTSIDE TESTING SERVICES	0.00	67.65	-67.65	-100.0%
6332 · EQUIPMENT RENTALS	2,185.00	0.00	2,185.00	100.0%
6417 · VEHICLE MAINTENANCE	4,809.60	10,983.17	-6,173.57	-56.2%
6418 · FUEL EXPENSE	3,407.60	5,739.85	-2,332.25	-40.6%
6432 · TRAVEL & PER DIEM	0.00	1,734.17	-1,734.17	-100.0%
6433 · Travel & PD Elected Officials	0.00	478.43	-478.43	-100.0%
6434 · TRAINING	827.00	1,038.55	-211.55	-20.4%
6435 · Training Elected Officials	0.00	350.00	-350.00	-100.0%
6570 · Other Operations Expenses	5,084.13	2,874.26	2,209.87	76.9%
6712 · LAB CHEMICALS & SUPPLIES	2,598.92	2,014.65	584.27	29.0%
6714 · LAB EQUIPMENT REPAIR & PARTS	0.00	334.00	-334.00	-100.0%
6716 · LAB TESTING SERVICES	2,379.60	2,994.40	-614.80	-20.5%
8322 · CAPITAL EXPENDITURES	28,161.05	113,140.78	-84,979.73	-75.1%
8323 · Capital Assets \$1000-\$4999	0.00	2,993.88	-2,993.88	-100.0%
8425 · Hold Harmless Bond Interest pay	0.00	63,000.00	-63,000.00	-100.0%
8427 · Net Revenue Bond Interest pay	0.00	42,000.00	-42,000.00	-100.0%
8428 · Debt Service GRT FY2020 repay	10,386.60	0.00	10,386.60	100.0%
8430 · USDA FY20 Interest Expense	58,582.17	0.00	58,582.17	100.0%
8431 · USDA FY20 Principal Expense	36,929.83	0.00	36,929.83	100.0%
Total Expense	1,341,636.88	6,216,584.38	-4,874,947.50	-78.4%
Net Ordinary Income	-232,694.54	-3,676,894.38	3,444,199.84	93.7%
Other Income/Expense				
Other Expense				
9001 · TRANSFER TO FUND	-638,607.79	-441,728.55	-196,879.24	-44.6%
9002 · TRANSFER FROM FUND	638,607.79	441,728.55	196,879.24	44.6%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-232,694.54	-3,676,894.38	3,444,199.84	93.7%

VILLAGE OF TAOS SKI VALLEY

GROSS RECEIPTS & LODGER'S TAX COLLECTION SUMMARY

Gross Receipts Tax
CURRENT RATE = 9.25%

GROSS RECEIPTS

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2010	\$32,800.00	\$38,773.70	\$39,381.43	\$61,759.08	\$56,887.02	\$54,858.12	\$42,174.35	\$223,797.16	\$189,376.01	\$176,576.34	\$221,448.63	\$59,190.36
YTD	\$32,800.00	\$71,573.70	\$110,955.13	\$172,714.21	\$229,601.23	\$284,459.35	\$326,633.70	\$550,430.86	\$739,806.87	\$916,383.21	\$1,137,831.84	\$1,197,022.20
FY 2011	\$31,002.86	\$62,982.96	\$26,127.83	\$33,610.96	\$60,913.74	\$74,949.02	\$42,282.39	\$171,246.82	\$139,053.09	\$142,336.03	\$154,287.41	\$27,928.23
YTD	\$31,002.86	\$93,985.82	\$120,113.65	\$153,724.61	\$214,638.35	\$289,587.37	\$331,869.76	\$503,116.58	\$642,169.67	\$784,505.70	\$938,793.11	\$966,721.34
FY 2012	\$64,073.01	\$26,203.38	\$23,181.89	\$42,430.30	\$60,186.45	\$32,954.89	\$47,797.29	\$207,267.40	\$162,805.78	\$182,358.83	\$200,924.87	\$42,673.54
YTD	\$64,073.01	\$90,276.39	\$113,458.28	\$155,888.58	\$216,075.03	\$249,029.92	\$296,827.21	\$504,094.61	\$666,900.39	\$849,259.22	\$1,050,184.09	\$1,092,857.63
FY 2013	\$36,835.14	\$20,863.12	\$45,705.38	\$27,699.69	\$66,674.98	\$48,677.59	\$50,727.81	\$178,549.60	\$163,125.28	\$166,032.40	\$203,817.88	\$21,818.85
YTD	\$36,835.14	\$57,698.26	\$103,403.64	\$131,103.33	\$197,778.31	\$246,455.90	\$297,183.71	\$475,733.31	\$638,858.59	\$804,890.99	\$1,008,708.87	\$1,030,527.72
FY 2014	\$32,785.51	\$20,399.76	\$33,382.63	\$32,521.83	\$42,153.17	\$47,625.85	\$41,859.55	\$187,697.06	\$165,940.26	\$157,119.60	\$217,538.39	\$33,070.40
YTD	\$32,785.51	\$53,185.27	\$86,567.90	\$119,089.73	\$161,242.90	\$208,868.75	\$250,728.30	\$438,425.36	\$604,365.62	\$761,485.22	\$979,023.61	\$1,012,094.01
FY 2015	\$50,101.37	\$20,302.81	\$45,180.40	\$67,963.83	\$54,978.94	\$102,903.79	\$88,137.83	\$228,895.80	\$200,123.07	\$208,944.00	\$231,566.84	\$70,845.96
YTD	\$50,101.37	\$70,404.18	\$115,584.58	\$183,548.41	\$238,527.35	\$341,431.14	\$429,568.97	\$658,464.77	\$858,587.84	\$1,067,531.84	\$1,299,098.68	\$1,369,944.64
FY 2016	\$37,891.82	\$20,239.04	\$97,742.38	\$25,839.07	\$197,397.64	\$95,985.99	\$224,614.99	\$103,161.00	\$166,682.00	\$180,838.00	\$201,624.53	\$38,366.93
YTD	\$37,891.82	\$58,130.86	\$155,873.24	\$181,712.31	\$379,109.95	\$475,095.94	\$699,710.93	\$802,871.93	\$969,553.93	\$1,150,391.93	\$1,352,016.46	\$1,390,383.39
FY 2017	\$119,909.94	\$55,423.48	\$87,873.13	\$142,357.47	\$41,985.22	\$148,618.10	\$142,636.32	\$187,613.18	\$204,129.97	\$165,451.68	\$208,890.93	\$76,774.96
YTD	\$119,909.94	\$175,333.42	\$263,206.55	\$405,564.02	\$447,559.24	\$596,177.34	\$738,813.66	\$926,426.84	\$1,130,556.81	\$1,296,008.49	\$1,504,899.42	\$1,581,674.38
FY 2018	\$29,864.17	\$48,702.07	\$58,630.68	\$75,354.62	\$89,599.77	\$118,550.59	\$207,717.57	\$250,972.85	\$212,959.98	\$187,022.24	\$243,419.70	\$35,925.42
YTD	\$29,864.17	\$78,566.24	\$137,196.92	\$212,551.54	\$302,151.31	\$420,701.90	\$628,419.47	\$879,392.32	\$1,092,352.30	\$1,279,374.54	\$1,522,794.24	\$1,558,719.66
FY2019	\$54,483.94	\$55,106.22	\$86,640.50	\$136,554.40	\$141,644.03	\$189,464.82	\$258,317.57	\$323,305.93	\$301,671.26	\$252,340.78	\$319,694.92	\$86,838.09
YTD	\$54,483.94	\$109,590.16	\$196,230.66	\$332,785.06	\$474,429.09	\$663,893.91	\$922,211.48	\$1,245,517.41	\$1,547,188.67	\$1,799,529.45	\$2,119,224.37	\$2,206,062.46
FY2020	\$73,181.77		\$83,775.61		\$88,409.53	\$146,106.99	\$125,934.38	\$319,335.98	\$239,931.17	\$274,561.13	\$264,594.35	\$36,980.50
YTD	\$73,181.77	\$73,181.77	\$156,957.38	\$156,957.38	\$245,366.91	\$391,473.90	\$517,408.28	\$836,744.26	\$1,076,675.43	\$1,351,236.56	\$1,615,830.91	\$1,652,811.41
FY2021	\$68,159.90	\$74,233.88	\$46,486.94	\$82,049.26								
YTD	\$68,159.90	\$142,393.78	\$188,880.72	\$270,929.98								

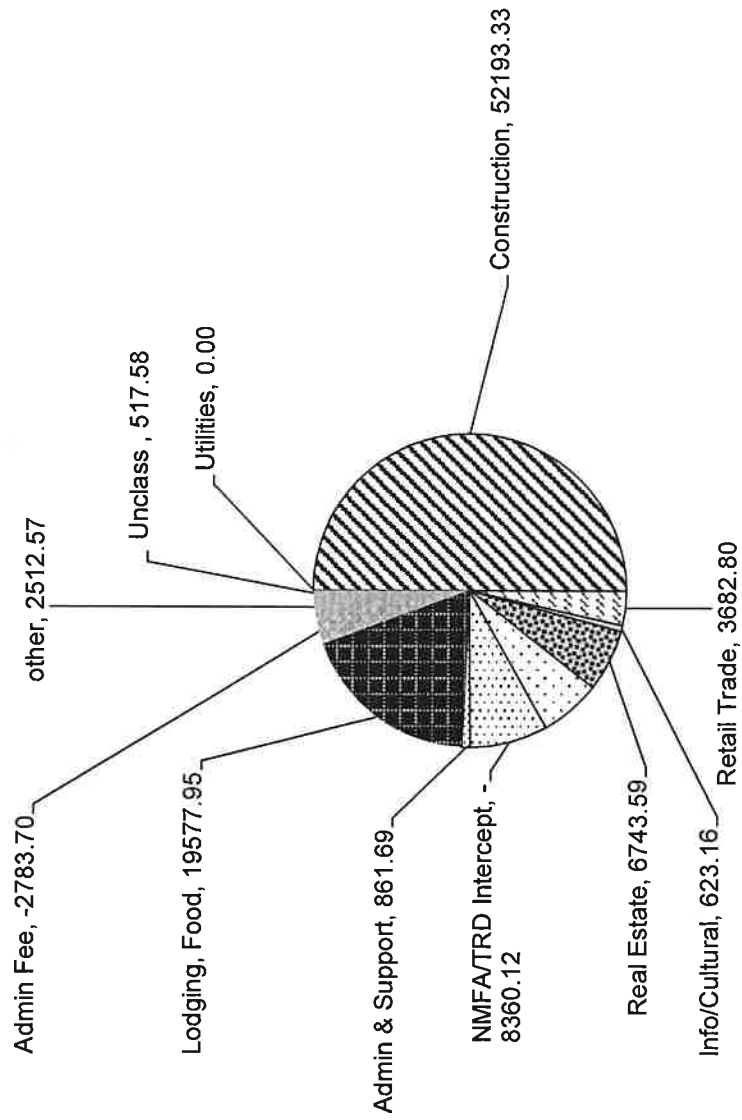
Lodger's Tax

CURRENT RATE = 5% 7/01/04 thru Current the tax rate is 5%; 2/97 thru 6/04 tax rate was 4.5%

LODGERS' TAX

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2010	\$6,555.17	\$6,592.88	\$6,626.34	\$2,464.04	\$3,071.98	\$3,065.62	\$58,358.23	\$53,226.27	\$63,632.42	\$73,788.32	\$5,154.71	\$2,591.00
YTD	\$6,555.17	\$13,248.05	\$19,874.39	\$22,338.43	\$25,410.41	\$28,476.03	\$86,834.26	\$140,060.53	\$203,692.95	\$277,481.27	\$282,635.98	\$285,226.98
FY 2011	\$3,799.08	\$5,779.40	\$4,203.94	\$4,540.58	\$826.80	\$4,048.19	\$48,139.08	\$38,771.02	\$56,737.62	\$53,736.46	\$1,376.99	\$1,907.76
YTD	\$3,799.08	\$9,578.48	\$13,782.42	\$18,323.00	\$19,149.80	\$23,197.99	\$71,337.07	\$110,108.09	\$166,845.71	\$220,582.17	\$221,959.16	\$223,866.92
FY 2012	\$5,123.77	\$5,559.34	\$7,292.78	\$3,573.23	\$2,125.17	\$25,832.86	\$57,242.46	\$54,829.42	\$66,115.91	\$72,972.48	\$6,978.68	\$4,665.17
YTD	\$5,123.77	\$10,683.11	\$17,975.89	\$21,549.12	\$23,674.29	\$49,507.15	\$106,749.61	\$161,579.03	\$227,694.94	\$300,667.42	\$307,646.10	\$312,311.27
FY 2013	\$3,611.20	\$6,647.21	\$6,362.49	\$6,914.30	\$3,587.06	\$4,412.71	\$41,548.72	\$58,051.35	\$69,819.08	\$65,779.34	\$2,387.53	\$1,223.37
YTD	\$3,611.20	\$10,258.41	\$16,620.90	\$23,535.20	\$27,122.26	\$31,534.97	\$73,083.69	\$131,135.04	\$200,954.12	\$266,733.46	\$269,120.99	\$270,344.36
FY 2014	\$2,832.98	\$7,754.90	\$7,045.56	\$19,777.25	\$4,319.60	\$4,888.83	\$54,643.19	\$58,342.34	\$68,032.70	\$67,580.97	\$4,688.03	\$1,953.28
YTD	\$2,832.98	\$10,587.88	\$17,633.44	\$37,410.69	\$41,730.29	\$46,619.12	\$101,262.31	\$159,604.65	\$227,637.35	\$295,218.32	\$299,906.35	\$301,859.63
FY 2015	\$2,492.93	\$6,804.83	\$15,377.68	\$9,451.74	\$6,196.45	\$7,739.68	\$48,605.50	\$66,074.56	\$67,834.16	\$75,221.00	\$5,450.60	\$1,138.28
YTD	\$2,492.93	\$9,297.76	\$24,675.44	\$34,127.18	\$40,323.63	\$48,063.31	\$96,668.81	\$162,743.37	\$230,577.53	\$305,798.53	\$311,249.13	\$312,387.41
FY 2016	\$3,159.70	\$22,368.20	\$9,450.74	\$5,746.17	\$4,197.87	\$9,297.58	\$53,807.00	\$72,513.85	\$76,593.23	\$71,244.05	\$3,250.86	\$2,501.47
YTD	\$3,159.70	\$25,527.90	\$34,978.64	\$40,724.81	\$44,922.68	\$54,220.26	\$108,027.26	\$180,541.11	\$257,134.34	\$328,378.39	\$331,629.25	\$334,130.72
FY 2017	\$3,312.79	\$6,428.45	\$20,520.20	\$6,104.38	\$4,731.31	\$5,975.60	\$52,006.45	\$57,922.20	\$70,032.91	\$81,036.07	\$5,683.84	\$3,145.21
YTD	\$3,312.79	\$9,741.24	\$30,261.44	\$36,365.82	\$41,097.13	\$47,072.73	\$99,079.18	\$157,001.38	\$227,034.29	\$308,070.36	\$313,754.20	\$316,899.41
FY 2018	\$26,463.06	\$13,960.76	\$11,225.88	\$8,960.06	\$6,207.19	\$6,521.15	\$71,990.70	\$56,655.53	\$68,454.45	\$74,080.27	\$1,667.88	\$3,332.25
YTD	\$26,463.06	\$40,423.82	\$51,649.70	\$60,609.76	\$66,816.95	\$73,338.10	\$145,328.80	\$201,984.33	\$270,438.78	\$344,519.05	\$346,186.93	\$349,519.18
FY2019	\$8,692.23	\$17,791.85	\$15,936.00	\$15,977.48	\$11,905.77	\$18,255.86	\$89,403.18	\$100,794.38	\$105,205.05	\$122,892.45	\$12,426.36	\$5,097.57
YTD	\$8,692.23	\$26,484.08	\$42,420.08	\$58,397.56	\$70,303.33	\$88,559.19	\$177,962.37	\$278,756.75	\$383,961.80	\$506,854.25	\$519,280.61	\$524,378.18
FY2020	\$9,107.40	\$23,176.76	\$18,926.00	\$18,538.79	\$15,121.36	\$16,682.78	\$100,415.47	\$111,589.79	\$111,413.82	\$68,226.73	\$472.24	-\$453.54
YTD	\$9,107.40	\$32,284.16	\$51,210.16	\$69,748.95	\$84,870.31	\$101,553.09	\$201,968.56	\$313,558.35	\$424,972.17	\$493,198.90	\$493,671.14	\$493,217.60
FY2021	\$8,171.37	\$15,170.58	\$12,836.91	\$17,194.52								
YTD	\$8,171.37	\$23,341.95	\$36,178.86	\$53,373.38								

Village of Taos Ski Valley Gross Receipts Distribution October 2020



Construction	52193.33	Construction	52193.33
Lodging/Food	19577.95	Lodging/Food	19577.95
Admin Fee	2783.70	Admin Fee	2783.70
Admin & Support	861.69	Admin & Support	861.69
NMFA/TRD Intercept	8360.12	NMFA/TRD Intercept	8360.12
Real Estate	6743.59	Real Estate	6743.59
Info/Cultural	623.16	Info/Cultural	623.16
Retail Trade	3682.80	Retail Trade	3682.80
Unclass	517.58	Unclass	517.58
Utilities	0.00	Utilities	0.00

FY2021 TIDD GRT Distribution

Date	VTSV Increment	State Increment	Admin Fees	Pay Backs	Total TIDD	NMFA Offset	Hold Harmless GRT	VTSV Cash Received/with HH GRT (NOT offset)
7/15/2019	-	-	-	-	-	5,763.47	5,858.88	73,181.77
8/15/2019	272,687.44	215,661.55	(4,212.13)	(36,366.03)	447,770.83	0	8,105.89	83,775.61
9/15/2019	30,265.12	23,935.84	(431.54)	-	53,769.42	5,763.47	12,253.08	83,775.61
10/15/2019	141,503.60	111,911.70	(2,017.63)	-	251,397.67	-	12,227.32	83,775.61
11/15/2019	108,856.25	86,091.61	(1,552.12)	-	193,395.74	5,763.47	22,260.26	88,409.53
12/15/2019	128,456.56	101,593.02	(1,831.61)	-	228,217.97	5,763.47	28,259.38	146,106.99
1/15/2020	42,637.99	33,737.63	(608.24)	-	75,787.38	5,763.47	17,729.60	125,934.38
2/15/2020	173,971.75	137,687.40	(2,479.55)	-	309,179.60	5,763.47	50,171.94	319,335.98
3/15/2020	161,252.97	127,558.09	(2,298.94)	-	286,512.12	5,763.47	40,865.62	239,931.17
4/15/2020	164,971.45	130,471.77	(2,352.25)	-	293,090.97	5,763.47	46,099.11	274,561.00
5/16/2020	-	-	-	-	-	5,763.47	25,126.64	264,594.35
6/15/2020	68,174.02	53,918.50	(972.05)	(39,298.71)	81,821.76	5,763.47	11,264.55	36,980.50
TOTAL FY20	1,292,797.15	1,022,567.11	(18,756.06)	(75,664.74)	2,220,943.46	57,634.70	280,222.27	1,652,811.28
7/15/2020	33,001.75	26,100.24	(470.56)	-	58,631.43	5,763.47	10,955.34	68,159.90
8/15/2020	91,310.13	72,214.82	(1,301.95)	-	162,223.00	5,763.47	17,351.58	74,233.88
9/15/2020	4,754.39	3,760.14	(67.80)	-	8,446.73	5,763.47	5,914.84	46,486.94
10/15/2020	-	-	-	-	-	5,763.47	9,054.12	82,049.26
TOTAL FY21	129,066.27	102,075.20	(1,840.31)	-	229,301.16	23,053.88	43,275.88	270,929.98
TOTAL FY2016-FY2021	4,085,938.11	3,214,851.90	(60,096.13)	(75,664.74)	7,165,029.14	298,108.73	750,539.16	8,011,897.36

Village Baseline				
Month GRT is Generated	Month GRT is Reported to State	Mth GRT is distributed fr State to Entities	Total	Village
December	January	February	371,622.37	169,976.84
January	February	March	328,741.64	150,363.57
February	March	April	310,404.18	141,976.17
March	April	May	429,910.95	196,637.53
April	May	June	64,234.89	29,380.48
May	June	July	93,353.53	42,699.09
June	July	August	40,142.02	18,360.61
July	August	September	89,560.14	40,964.03
August	September	October	134,697.23	61,609.34
September	October	November	108,590.92	49,668.54
October	November	December	204,035.98	93,324.28
November	December	January	174,517.70	79,822.88
Total	Total	Total	2,349,811.54	1,074,783.36

Monthly Public Safety Report

	Hutter	Vigil	Oct-20 Trujillo	Totals
Law Enforcement				
911 Hang Up				
Abandoned Vehicle				
Alcohol Offense - Adult				
Animal Calls		2		2
Arrests				
Assists to other Agencies	1	7		8
B & E / Burglary	1			1
Battery or Assault				
Business Alarm				
Citizen Assists/Contacts	44	38	25	107
Civil Stand-by/Civil Complaint				
Disorderly				
Domestic Calls				
Embezzlement				
EMS Calls/Assist		2		2
Foot Patrol Hours	14	30	4	48
Found/Lost Property		1		1
Fraud Complaint		1		1
Harassment				
Health Orders	2		1	3
Larceny				
Law Unknown				
Missing Adult/Person				
MVC's		1		1
Narcotics Adult		1		1
Parking Citations	3			3
Private Property Crash	1			1
Property Damage				
Reckless Driver		2		2
Residential Alarm			1	1
Shots Fired		1		1
Suspicious Persons/Vehicles		3		3
Theft				
Traffic Enforcement Hours	50	28	12	90
Traffic Hazard		1		1
Traffic Stops	3	1	2	6
Tresspass Warnings		1		1
Unattended Death				
Vehicle Alarm				
Vehicle Theft				
Verbal Warnings	3	5	1	9
Welfare Check		2		2
Written Citations			1	1
Written Warnings				
Fire Alarm				
Fire Calls	3			3
Fire/EMS	2	7		9
SAR		1		1

Report for Taos Ski Valley Fire Rescue

Month of October

Calls

- Fire Calls
 - 4 Camp fire
 - 6 Fire Alarm
 - 1 unauthorized burning

- EMS/SAR
 - EMS call for accident-injury near Bavarian Restaurant
 - EMS call for citizen assist on Williams Lake Trail

Total of 13 calls

Community Outreach

- The department continues supply information and PPE for COVID-19

Inspections performed residential 8

Inspections performed multi-family and commercial 7

There were 15 total, all in person

Permits issued since last meeting:

0 new residential building

2 remodel/repair residential

0 new commercial buildings

1 commercial repair/remodel 0 pending

3 new residential pending, (28 Zap's Rd. submitted for issuance)

Fire alarm inspections delayed by weather and contractor mobilization at the Village complex apartments were recently passed by the State Fire Marshal. This clears the way for final inspections by the CID Electrical Inspector, scheduled for Monday November 24, and after that the CID Inspector.

Village Wildland Interface Ordinance: Recommendations to adopt the Village Wildland Interface Ordinance have been expressed by the Planning and Zoning Commission and Firewise Committee.

PUBLIC WORKS UPDATE

November 24, 2020

- Water:
 - Monthly sampling
 - Water Sold
 - Total 414,920 gallons
 - Residential 85,300 gallons
 - Commercial 329,620 gallons
 - From last month, sales are down 14% by 67,820 gallons
- Wastewater:
 - Compliance report for October 2020
 - Total Phosphorus for the 30-day concentration was out of compliance. Limit is 2.5 mg/l for 30 days and we had only one compliance test for the month that came in at 2.8 mg/l.

Date	BOD Data		pH	TSS		NH ₃ (Ammonia)		Total P		Flow, MGD		E.Coli	Fecal	Total N: mg/L	Total N: lb/d
	mg/L	lb/d		mg/L	lb/d	mg/L	lb/d	mg/L	lb/d	Daily	Weekly Average	CFU	CFU	TKN + NO ₃ + NO ₂	TKN + NO ₃ + NO ₂
8			7.64							0.029		1.00	1.00	0.00	0.00
14	3.50	0.99	7.72	1.08	0.30	0.36	0.10	2.80	0.79	0.034	0.030			6.21	1.76
20			7.39							0.033	0.028	1.00	1.00	0.00	0.00
Total		0.99			0.30		0.10		0.79	0.864	0.133			Total Nitrogen	
7 Day Avg (MAX)	3.50	0.99	7.82	1.08	0.30	0.36	0.10	2.80	0.79	0.038	0.027	1.00	1.00	6.21	1.76
Min	3.50	0.99	7.39	1.08	0.30	0.36	0.10	2.80	0.79	0.016	0.017	1.00	1.00	mg/L	lb/d
30 Day Avg (AVG)	3.50	0.99		1.08	0.30	0.36	0.10	2.80	0.79	0.028	0.027	1.00	1.00	6.21	1.76
	178.00	98.03		122.50	99.12										
Frequency	1		22	1		1		1		31		2	2		
	BOD Data		pH	TSS		NH ₃		Total P		Flow, MGD		E.Coli	Fecal		

- Made changes to plant process to improve the operations but these changes take time to see the results.
- Construction Update
 - Ovivo worked on a couple of issues.
 - Working on a couple new program requests from the operators
 - IWS
 - Received wafer backflow check valves for the Non-Potable system
 - Scheduling crew to fix leak on the Non-Potable system.
- Roads:
 - Snow removal
 - Tree removal on roadside
- Equipment
 - Routine equipment maintenance
 - Chain up all equipment and install sanding units on the two Ford F550's
- General Work
 - Hauled bedding material to Amizette for the electrical undergrounding.
 - Hauled slash pile to regional landfill at the end of the season

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Discussion and Consideration to Approve Mayor's Executive Order 2020-04 For Safety Measures to Prevent the Spread of Covid-19 During the 2020-2021 Ski Season

DATE: November 24, 2020

PRESENTED BY: Mayor Christof Brownell and Administrator John Avila

STATUS OF AGENDA ITEM: Old Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

The first Executive Order was issued by Mayor Brownell on March 27, 2020 in response to concerns for public health risks due to COVID-19 in the Village of Taos Ski Valley. In this fourth version of the Executive Order, the requirement for COVID-19 testing by employees has been changed to within one week of commencing employment. Additionally, screening questions for both employees and for guests have been added as exhibits to the Executive Order.

RECOMMENDATION: Staff recommends discussion and consideration to approve Mayor's Executive Order 2020-04.



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

Mayor: Christof Brownell
Council: Jeff Kern, Neal King,
J. Christopher Stagg, Thomas Wittman

November 24, 2020

Village of Taos Ski Valley

Office of the Mayor

EXECUTIVE ORDER 2020-4 FOR SAFETY MEASURES TO PREVENT THE SPREAD OF COVID-19 DURING THE 2020-2021 SKI SEASON

WHEREAS, Taos Ski Valley is an economic engine with a world class destination ski resort which attracts thousands of visitors from all over the United States and the world and is vital to the Taos County community, as well as the economy of the State of New Mexico;

WHEREAS, it is anticipated that Taos Ski Valley, Inc. (TSVI) and other local businesses will hire hundreds of employees to serve visitors to the Village during the 2020-2021 ski season;

WHEREAS, the Village will have thousands of in-state and out-of-state visitors during the upcoming ski season and must ensure a unified effort by local businesses to minimize the spread of the novel Corona Virus (COVID-19);

WHEREAS, the Village must take all necessary precautions to protect employees, guests, residents, families, and the general public. The local Taos County hospital is small and not equipped to handle a major outbreak of the virus;

WHEREAS, the Village, TSVI, local businesses, and the Village Chamber are working collaboratively to minimize the risk of an outbreak of COVID-19, which has included the adoption of and standards for COVID-19 screening and regular monitoring by local businesses to ensure that employees are COVID-free;

WHEREAS, the Village also wishes to ensure that local businesses comply with the State mandated health orders related to COVID-19, as well as New Mexico Department of Health COVID Best Practices;

THEREFORE, I CHRISTOF BROWNELL, THE MAYOR OF THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO, DO HEREBY ORDER, WITH THE APPROVAL OF THE VILLAGE COUNCIL, THAT ALL BUSINESSES WITHIN THE VILLAGE ADHERE TO THE FOLLOWING ORDERS EFFECTIVE TUESDAY SEPTEMBER 29, 2020, TO REMAIN IN EFFECT THROUGHOUT THE TAOS SKI VALLEY 2020- 2021 SKI SEASON:

1. All businesses, including, but not limited to, restaurants, bars, lodging facilities and short-term rentals, located within the Village of Taos Ski Valley, are required to become "New Mexico Safe Certified" (as defined by the New Mexico Department of Health) no later than November 15, 2020, and shall provide the Village of Taos Ski Valley with proof of such Certification.
2. All businesses, including, but not limited to, contractors, restaurants, bars, lodging facilities, resort facilities and short-term rentals, shall COVID - 19 screen their employees daily with questionnaires. (Exhibit A). The Village requires that such screening will also include regular surveillance COVID-19 testing, as well as requirements that employees take a COVID - 19 test within a week of commencing their employment and provide a negative test result before starting work.
3. All businesses that provide lodging, including short-term rentals, shall ensure that their guests and tenants are educated about the New Mexico Department of Health Order which includes but not limited to; social distancing, mandatory masks, quarantine regulations and minimizing the size of social gatherings. In addition, all businesses are required to implement appropriate screening measures for their guests and to notify them in advance. (Exhibit B)
4. All businesses shall engage in New Mexico Department of Health COVID Best Practices, to ensure COVID-safe measures, as such, these are implemented through collaboration of the Village of Taos Ski Valley, Taos Ski Valley, Inc., local businesses, and the Village Chamber, to include training and pledge to follow the Taos Ski Valley COVID Safe Pledge. (Exhibit C)
5. As set forth in the Village's previous Resolutions and Emergency Orders, all businesses shall continue to fully comply with COVID related orders, laws and regulations issued by the State of New Mexico, the Governor, and the New Mexico Department of Health.

THIS ORDER IS EFFECTIVE AS ADOPTED ON THIS 24th OF NOVEMBER 2020.



Christof Brownell, Mayor

Attest: Ann Marie Wooldridge, Village Clerk



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

Mayor: Christof Brownell
Council: Jeff Kern, Neal King,
J. Christopher Stagg, Thomas Wittman

(Exhibit A) November 24, 2020

SCREENING QUESTIONS FOR EMPLOYEES

1. Will you be on-site at Taos Ski Valley today? (If answer is no, screening is complete)
2. Have you experienced any new or unexpected cough, shortness of breath, sore throat?
3. Have you lost your sense of taste or smell in the last week?
4. Do you have any new or unexpected fatigue?
5. Have you felt feverish, experienced chills, or had a temperature of 100.4 or above?
6. Have you had any new or unexpected muscle aches, vomiting, or diarrhea?
7. Have you had any exposure to a known COVID positive person in the last 2 weeks?
8. If you have been out of state, have you followed New Mexico's Travel Restrictions?



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

Mayor: Christof Brownell
Council: Jeff Kern, Neal King,
J. Christopher Stagg, Thomas Wittman

(Exhibit B) November 24, 2020

SCREENING QUESTIONS FOR GUESTS

1. Have you experienced any new or unexpected cough, shortness of breath, sore throat?
2. Have you lost your sense of taste or smell in the last week?
3. Do you have any new or unexpected fatigue?
4. Have you felt feverish, experienced chills, or had a temperature of 100.4 or above?
5. Have you had any new or unexpected muscle aches, vomiting, or diarrhea?
6. Have you been in close physical contact with a person who tested positive for COVID-19 within the past 14 days?
7. Are you isolating or quarantining because you are worried that you may be sick with COVID-19?



Village of Taos Ski Valley
PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525
(575) 776-8220 (575) 776-1145 Fax
E-mail: vtsv@vtsv.org Website: www.vtsv.org

Mayor: Christof Brownell
Council: Jeff Kern, Neal King,
J. Christopher Stagg, Thomas Wittman

(Exhibit C) November 24, 2020

The Taos Ski Valley COVID-Safe Pledge

I _____ promise to:

- Comply with current New Mexico Public Health Orders at work and away
- Comply with employers' COVID testing requests and complete all assigned COVID safety training
- Be screened every day before starting work or entering Village businesses
- Properly wear my face covering whenever I am in public, both indoor and outdoor
- Keep six-feet of distance with others whenever possible
- Adhere to cleaning and hygiene standards, at all times. Wash my hands frequently.
- Stay home if I am ill or having any COVID symptoms
- Behave responsibly outside of work to avoid any exposure and possible spread of COVID
- Avoid events and locations like bars, parties, and larger public gatherings & super-spreader events
- Focus on my personal responsibility to reduce the spread of viruses and manage my wellness (both physical and mental) so that others may live through these unprecedented times
- Be understanding and ready for change, so I can be relied on during this winter season.

Signed: _____

Date: _____

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Introduction: Consideration to Approve Ordinance No. 2021-44 an Ordinance Known as the Village Wildland Interface Ordinance, Adopting the ICC International Wildland-Urban Interface Code 2015 Edition and Establishing Amendments Thereto

DATE: November 24, 2020

PRESENTED BY: Jalmar Bowden

STATUS OF AGENDA ITEM: Old Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

Village Ordinance 2007-44 is the Village of Taos Ski Valley's adoption of the 2003 Urban Wildland Interface Code published by the International Code Council. This internationally acclaimed code was retitled in 2006 to the International Wildland Urban Interface Code during the first update cycle. The International Code Council family of codes are all updated in three-year cycles to maintain relevancy to emerging technologies and environmental considerations. 2009 and 2012 updates were not adopted by the Village.

It is proposed to update to the 2015 publication as the balance of the Village's building codes are ICC's 2015 publications as amended by the State. New Mexico will update building codes to 2018 with its amendments during 2021. As the newer codes are adopted, there is an opportunity to incorporate provisions unique to the Village's environment into the building ordinances, including revisions advisable for this Village Wildland Interface Ordinance.

Legacy information from the 2016 Community Wildfire Protection Plan endorsed by Village of Taos Ski Valley influenced revisions to this International Code, as did community input, particularly from the Firewise Committee and the Planning and Zoning Commission. Suggestions from Village Staff are also incorporated into the Ordinance.

This Ordinance should serve as a catalyst for renewed community effort to work toward a safer Village for residents, vital businesses, visitors, and the surrounding forest. Adoption of this ordinance was first brought for discussion to Council in April 2020. Discussion and revision to particular sections has been made to meet the expressed desire of constituents and Council. These revisions are incorporated as amendments and additions to the 2015 International Wildland Urban Interface Code and presented as 2021-44 Village Wildland Interface Code.

RECOMMENDATION: As this is the first reading of the Ordinance, no Council action is necessary at this time. The Ordinance will be brought back for a second reading at the December Council meeting.

**THE VILLAGE OF TAOS SKI VALLEY
ORDINANCE NO. 2021-44**

**AN ORDINANCE KNOWN AS THE
VILLAGE WILDLAND INTERFACE ORDINANCE,
ADOPTING THE ICC
INTERNATIONAL WILDLAND-URBAN INTERFACE CODE 2015 EDITION AND ESTABLISHING
AMENDMENTS THERETO**

WHEREAS, the Village of Taos Ski Valley (the Village) is surrounded by alpine forests and wildlands that can be prone to wildfires, especially in times of drought; and

WHEREAS, the Village Council wishes to support the mitigation of wildfire hazards within the Village and surrounding wildland areas through appropriate mitigation techniques and management; and

WHEREAS, the International Code Council (ICC) has created a model Code known as the *International Wildland-Urban Interface Code*, which regulates and governs the mitigation of hazard to life and property from the intrusion of wildfire from adjacent wildlands, as well as the prevention of structure fires from unmitigated wildland fuels; and

WHEREAS, the Village believes that adoption of the *International Wildland-Urban Interface Code*, is in the best interest of Village citizens in order to protect the health, safety, and welfare of the public from devastating wildfires; and

WHEREAS, this Ordinance, in adopting the *International Wildland-Urban Interface Code*, provides a system of guidelines and regulations aimed at preventing wildfires from spreading and threatening the Village, and contains supporting provisions for the issuance of permits and collection of fees; and

WHEREAS, in adopting the *International Wildland-Urban Interface Code*, the Village repeals all previous ordinances specifically regulating wildfire hazards, including Ordinance No. 2007-44 of the Village of Taos Ski Valley and all other ordinances and parts of laws in conflict therewith.

NOW THEREFORE BE IT ORDAINED BY THE VILLAGE OF TAOS SKI VALLEY AS FOLLOWS:

Section 1. Adoption.

The Village of Taos Ski Valley hereby adopts the *International Wildland-Urban Interface Code*, 2015 Edition in its entirety, as established by the International Code Council (ICC), and repeals all previous Village Ordinances and laws in conflict therewith, including Village Ordinance No. 2007-44.

The adoption of the *VILLAGE WILDLAND INTERFACE ORDINANCE* includes only the following Appendices:

- Appendix A, General Requirements.

- Appendix B, Vegetation Management Plan.

The *International Wildland-Urban Interface Code*, 2015 Edition, is hereby made a part of this Ordinance as though fully set forth herein, but with the additions, insertions, deletions, and changes, specifically prescribed in *Section 3* below.

Section 2. Enforcement by Village of Taos Ski Valley Building Code Official.

This Ordinance shall be implemented and enforced by the Village's Building Code Official.

Section 3. Revised Provisions.

For Village purposes, the following sections of the *International Wildland-Urban Interface Code*, are hereby revised and adopted as set forth herein:

IWUIC Section 101.1 Title. These regulations shall be known as the *Village Wildland Interface Ordinance* of the Village of Taos Ski Valley, hereinafter referred to as "this Code".

IWUIC Section 102.6. Grandfathering. The pre-existing legal occupancy or use of any structure or condition existing on the date of the formal passage of this Code shall be permitted to continue without change, except as is specifically covered in this Code's legally adopted predecessor, Village Ordinance No. 2007-44, or as is deemed necessary by the Village Building Code Official for the general safety and welfare of the occupants or general public.

IWUIC Section 103.1 Establishment of Enforcement Agency. The Building Department and the Village's Building Code Official shall bear responsibility for enforcement of this Code.

IWUIC Section 106.1 Appeal of Building Code Official's Final Decision. If the Building Code Official's interpretation or implementation of this Ordinance is subject to dispute, a formal appeal of the Building Code Official's final decision may be brought before the Village Planning and Zoning Commission within thirty (30) days of such decision. Any appeal must be presented to the Village in writing and shall be placed immediately on the Commission's next available public meeting agenda for a full public hearing to address the appeal.

IWUIC Section 109.4.7 Violation/Penalties. Persons who violate this Code or fail to comply with any of the requirements thereof, or who erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Building Code Official, or of a permit or certificate used under the provisions of this Code, shall be served Notice of Violation by the Building Code Official. Notice shall be posted at location and by mailing to address of property owner of record.

IWUIC Section 109.4.8 Abatement of Violation. The Building Code Official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

IWUIC Section 114.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of up to three hundred (\$300) dollars.

IWUIC Section 607 Storage of Firewood and Combustible Materials:

IWUIC 607.1 General. Firewood and combustible material shall not be stored in unenclosed spaces beneath buildings or structures, or on decks or under eaves, canopies or other projections or overhangs.

Exception. Aforementioned storage shall be allowed during months with typical ground snow cover determined by code official currently to be November 1 to March 31.

When required by the code official (April 1 to October 31), storage of firewood and combustible material stored in the *defensible space* shall be located a minimum of 20 feet (6096 mm) from structures and separated from the crown of trees by a minimum horizontal distance of 15 feet (4572 MM).

Appendix B as amended herein:

IWUIC Section B101 Vegetation Management Plan

IWUIC B101.1 Scope. Vegetation management plans shall be submitted to the Building Code Official and Planning Director for review and approval as part of the plans required for a permit, whether for development of or mitigation of undeveloped property.

IWUIC B101.2 Plan Content. Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from buildings, neighboring structures, lot lines and adjacent forests. A vegetation management plan shall include at least the following information:

1. A copy of the site plan.
2. Methods and timetables for controlling, changing or modifying areas on the property. Elements of the plan shall include removal of slash, snags, vegetation that may grow into overhead electrical lines, other ground fuels, ladder fuels and dead trees, and the thinning of live trees.
3. A plan for maintaining the proposed fuel-reduction measures.

IWUIC B101.3 Fuel Modification. To be considered a *fuel modification* for purposes of this code, continuous maintenance of the clearance is required.

Section 4. Administrative Findings of Fact.

In enacting this Ordinance, the Village adopts requirements for certain findings of fact to be implemented by the Building Code Official pursuant to recommendations established by the ICC. These findings of fact are set forth in Exhibit A, attached hereto, and shall be implemented upon adoption of this Ordinance through the Village's administrative process.

Section 5. Mapping of Wildland Urban Interface Areas.

Specific boundaries of natural or man-made features of wildland-urban interface areas shall be as shown on the Village of Taos Ski Valley's "Wildland-Urban Interface Area Map", as previously adopted by the Village. The legal description of such areas is as described as follows: Village of Taos Ski Valley.

Section 6. Copies Available to General Public.

The public may access an official copy of the fully published *International Wildland-Urban Interface Code*, 2015 Edition, at the Village Clerk's Office, Village of Taos Ski Valley. The Village shall keep three (3) copies on file for review by members of the public upon request.

Section 7. Severability.

If any section, subsection, sentence, clause or phrase of this Ordinance is held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 8. Adoption and Implementation.

This Ordinance and the rules, regulations, provisions, requirements, orders and matters established herein shall be in full force and effect from the date of this Ordinance's final passage, adoption, and publication.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF NOVEMBER, 2020.

Vote: For____, Against _____

Christof Brownell, Mayor

ATTEST:

Ann Wooldridge, Village Clerk

EXHIBIT A / ADMINISTRATIVE FINDINGS OF FACT.

Introduction.

The Village of Taos Ski Valley Building Code Official, Mayor and Village Council, makes the following findings of fact that certain climatic, topographic and geological features exist in the Village of Taos Ski Valley, and that those features can, under certain circumstances, affect emergency services. Those features are enumerated in the Village of Taos Ski Valley Community "Wildfire Protection Plan" adopted June 14, 2016. Further, Village Wildland Interface Ordinance makes certain code amendments to the New Mexico Administrative Code, International Residential Code, International Building Code and International Fire Code that are aimed at reducing, to the extent possible, the impact of those features in order to mitigate the dangers of wildfire.

Finding 1:

That the Village of Taos Ski Valley is situated within the slopes of and at the base of Wheeler Peak and Columbine Hondo Wilderness Areas, and the Upper Rio Hondo Watershed.

State Road 150 is the single evacuation route for residents and visitors to Taos Ski Valley in the event of a catastrophic wildfire, and this highway is the single access route for assistance from neighboring fire-fighting agencies. This highway passes through a narrow canyon of difficult geographic features, one side a river and the other steep, rocky and forested slopes. Landslide, vehicle accident or fire-fighting activities could make evacuation from or access to the Village difficult or impossible. Any of these events coupled with a wildfire threatening Village homes or businesses would likely cause the firefighting capabilities of the Village to be overwhelmed.

Finding 2:

Seasonal climatic conditions in surrounding forest and Village private properties during late summer and fall create higher risk of fires in those forests and Village properties and homes. Forested areas within the Village could spread canopy fire to surrounding forest canopy, creating a potential for degradation of the Watershed and Wilderness Areas. Village canopy cover could be ignited by structure or property fire. Although some code requirements, such as fire-resistive roof classifications and siding materials have a direct bearing on building survival in wildland fire situations, others, such as residential automatic sprinklers, may also have a positive effect.

In dry climate on low humidity days, many materials are much more easily ignited. Fires are more likely to occur and any fire once started can expand rapidly. Residential automatic sprinklers can arrest a fire within or on a structure before the fire is able to spread to adjacent vegetation and structures.

Seasonal winds also have the potential for interfering with emergency vehicle access, delaying or making impossible emergency access. Spruce and Fir trees, which are common in the Village's surrounding Conifer forests, as well as in the Village, are subject to uprooting in strong winds, due to the relatively small root bases compared to the tree itself.

Finding 3:

The Village is located in a mountainous region and derives its water supply from Phoenix Spring pumped to water storage and fed to the Village by gravity. These tanks are designed to supply water to satisfy Village

needs. Seasonal fluctuations of the spring determine the rate of refill of the tanks. A catastrophic wildfire could consume water in the tanks beyond reserve and leave the Village without water pressure for firefighting.

Fires starting in sprinkled buildings are typically controlled by one or two sprinkler heads, flowing as little as 13 gallons per minute each.

Hose streams used by engine companies on well-established structure fires typically use about 250 gallons per minute each, and the estimated water usage for a typical residential fire is 1,250 to 1,500 gallons per minute, according to the Insurance Services Office.

Under circumstances such as a wildfire advancing into the community when multiple fires are starting within the community, the limited water demands of residential sprinklers could protect structures from loss preserving much of the water demands for conflagration firefighting.

Finding 4:

The Village of Taos Ski Valley's topography presents problems in the delivery of emergency services, including fire protection. Mountainous terrain with narrow winding roads lacking circulation, that prevents rapid access especially in times requiring evacuation. There is also non-fire-resistive vegetation on this difficult terrain. In addition to these access and evacuation problems delivery of water for firefighting is extremely difficult. The most remote of these areas are served by residential wells lacking capacity for firefighting.

Finding 5:

The Upper Rio Hondo watershed contributes to Village water supply and surface water irrigation for downstream neighborhoods of Valdez and other communities. It is a contributor to the Rio Grande Watershed. Structure or private property fires could spread to this valuable resource, especially from the Kachina Village neighborhood, which borders this identified watershed but also potentially other areas of the Village. Forest fire in this watershed could affect the quality of water at the Phoenix Infiltration Gallery, the sole source of Village water supply. Ash and debris could also affect quality of water in the Rio Hondo for downstream irrigation.

Summary

The aforementioned problems support the imposition of fire protection requirements greater than those set forth in the New Mexico Administrative Code, International Residential Code, International Building Code and International Fire Code.

Further, these findings support the Village's adoption and immediate implementation of the ICC *International Wildland-Urban Interface Code*, 2015 Edition. Further these findings support the inclusion of under-developed or undeveloped properties within the Village of Taos Ski Valley boundaries. High danger of fire spread from property to property or from forest to untreated properties is a recognized danger. A Vegetation Management Plan required of all property owners during development and construction shall be required for all yet to be developed and currently developed properties within Village boundaries exhibiting unacceptable fire risk.

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Introduction: Consideration to Approve Ordinance 2021-30 AN ORDINANCE ADOPTING ZONING REGULATIONS AND A ZONING MAP FOR THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO

DATE: November 24, 2020

PRESENTED BY: Patrick Nicholson, Director of Planning & Community Development

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION: It is necessary for municipalities to officially adopt and update an official Zoning Map, to incorporate previously approved zoning changes, and to make available in one official map the current zoning within the municipality. The last formal update to the map was done in 1996, upon the Village's founding. Whereas staff has tracked and recorded zoning changes over the years, it is desirable to present and officially adopt the map at this time. Village staff has researched and reviewed past approved zone changes and has incorporated these into the updated Zoning Map. There have been very few zone changes over the years.

At its November 2, 2020 Planning & Zoning Commission meeting, the Commission, upon review and consideration, unanimously recommended that the the Village Council adopt the Zoning Map Update.

RECOMMENDATION: As this is a first reading of this ordinance amendment, no Council action is necessary at this time. Staff recommends adoption of Ordinance 2021-30 to update the Zoning Map, at the second reading of the Ordinance in December.

**VILLAGE OF TAOS SKI VALLEY
ORDINANCE NO. 2021-30**

AN ORDINANCE OF THE VILLAGE OF TAOS SKI VALLEY AMENDING ORDINANCE NO. 17-30 TO ADOPT AN UPDATED VILLAGE ZONING MAP

WHEREAS, as an integral and necessary part of its land use planning process, the Village of Taos Ski Valley has adopted zoning regulations in Ordinance No. 17-30;

WHEREAS, to accompany these zoning regulations, the Village adopted a Zoning Map outlining the designated zone districts described in Ordinance No. 17-30; and

WHEREAS, it is necessary to update the Zoning Map from time to time to incorporate and reflect approved changes to the Zoning Map.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE VILLAGE OF TAOS SKI VALLEY, NEW MEXICO AS FOLLOWS:

Section 1. ADOPTION OF OFFICIAL ZONING MAP

The Village hereby adopts its official Zoning Map, attached hereto as Exhibit A.

Section 2. GOVERNING MAPS

This Zoning Map supersedes any previously adopted Zoning Maps and governs the zoning districts and regulations established by Ordinance No. 17-30.

PASSED, ADOPTED, AND APPROVED BY THE COUNCIL FOR THE VILLAGE OF TAOS SKI VALLEY UPON SECOND READING THIS ____ DAY OF ____.

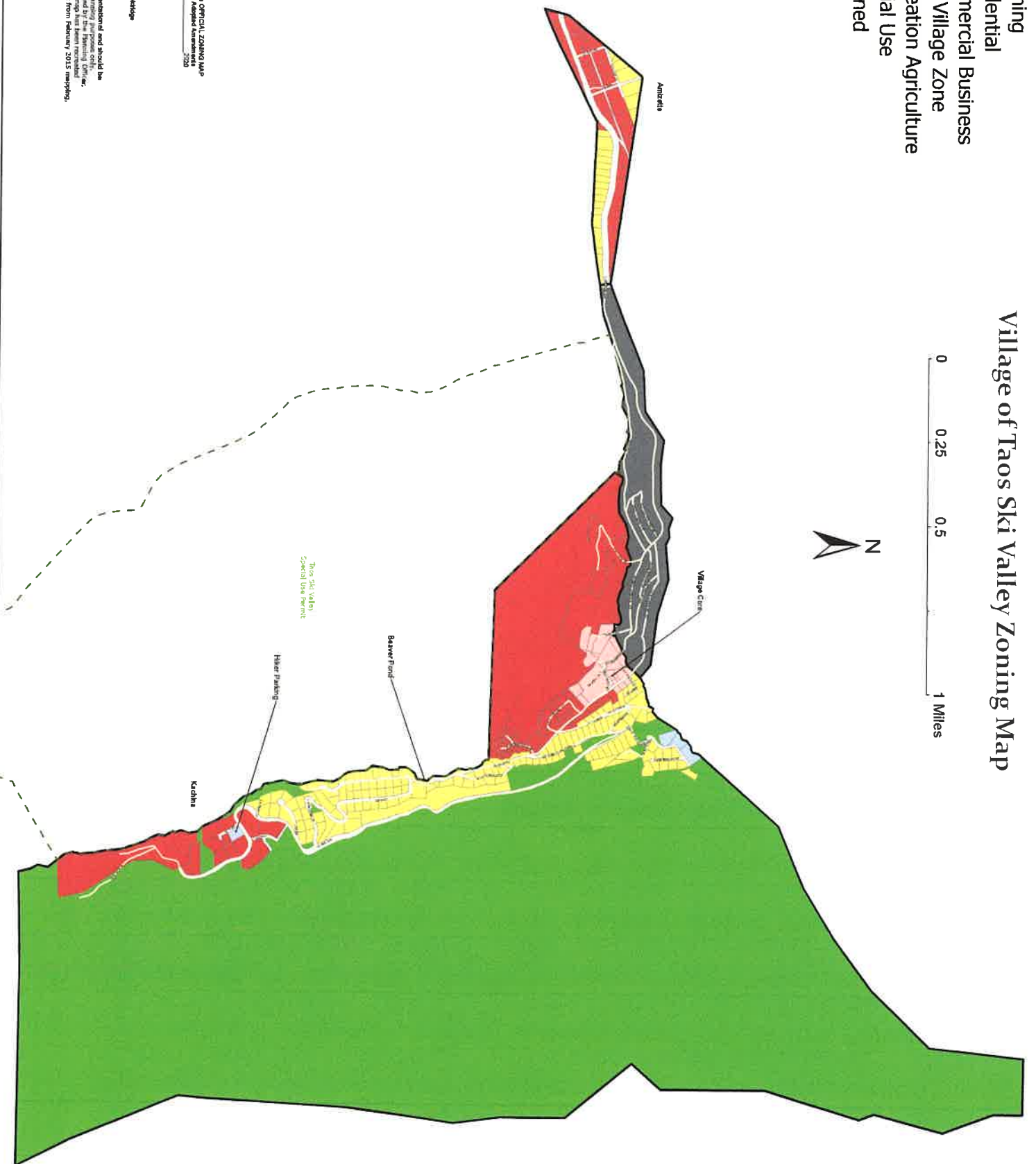
CHRISTOF BROWNELL, Mayor

Attest: _____
ANN M. WOOLDRIDGE, Village Clerk

Village of Taos Ski Valley Zoning Map

- VTSV Zoning**
- Residential
 - Commercial Business
 - Core Village Zone
 - Recreation Agriculture
 - Special Use
 - Unzoned

0 0.25 0.5 1 Miles



This is to certify that this is the OFFICIAL ZONING MAP
 updated and revised to reflect Adopted Amendments
 01/11/2019

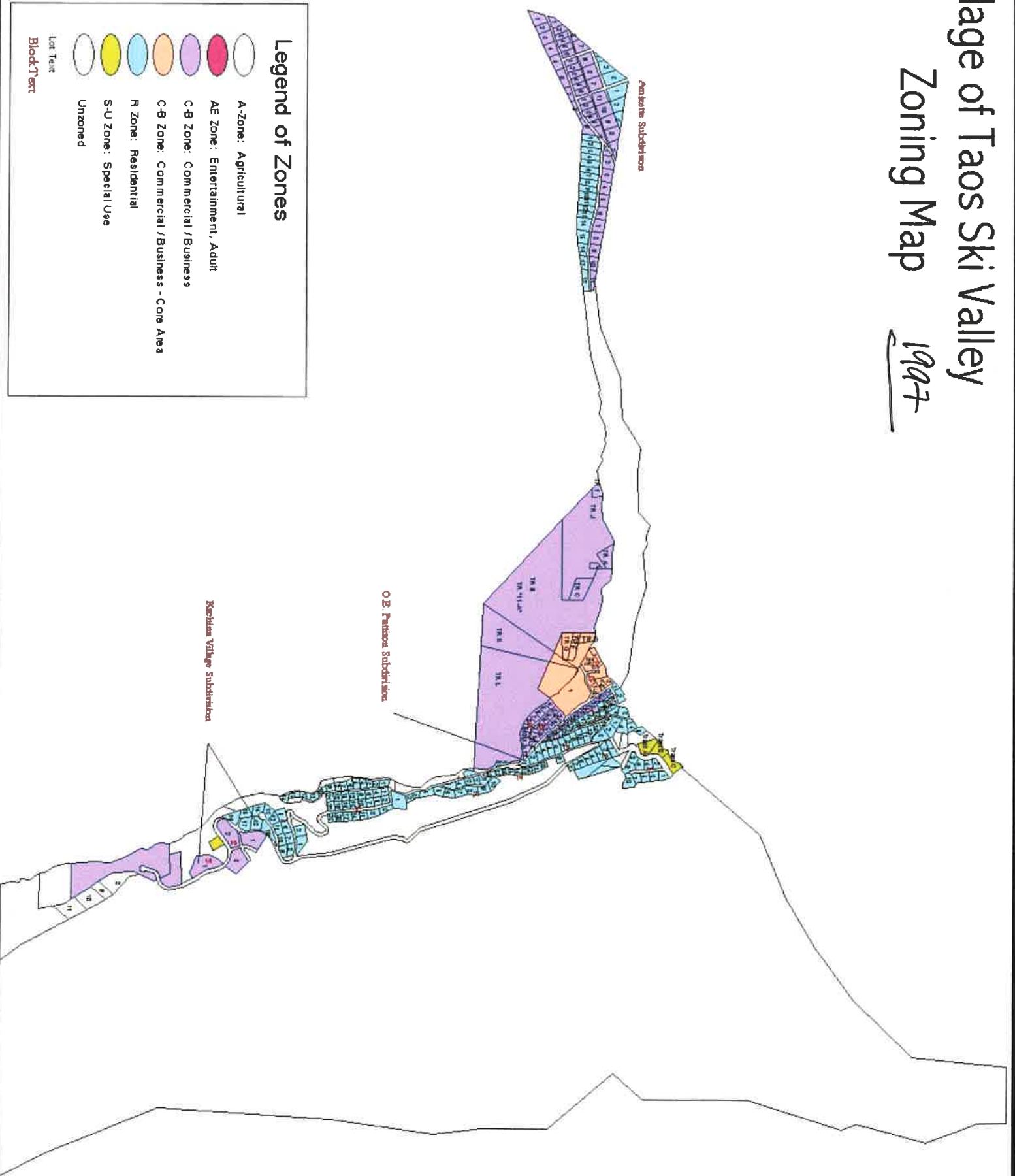
Map by: Christine Brown

Artist: Village Clerk, Ann Woodridge

This map is purely informational and should be
 used as a reference for planning purposes only.
 Data was provided by the Planning Office,
 01/11/2019 by SageCreek from February 2015 mapping,
 data and documents.



Village of Taos Ski Valley Zoning Map 1997





October 16, 2020

7 Firehouse Road
Post Office Box 100
Taos Ski Valley
New Mexico 87525

(575) 776-8220
(575) 776-1145 Fax

E-mail: vtsv@vtsv.org
Web Site: www.vtsv.org

MAYOR:
Christof Brownell

COUNCIL:
Jeff Kern
Neal King
J. Christopher Stagg
Thomas P. Wittman

**VILLAGE
ADMINISTRATOR:**
John Avila

CLERK:
Ann M. Wooldridge, CMC

To: Planning and Zoning Commission

Dear Commissioner Whitman,

This is a letter of support for the action, Ordinance 2021-30 to create a Village of Taos Zoning Map and Zoning Map process. It is a tool that has been missing in the Village for many years and requested time and again. The Zoning Map adoption was not brought forward until GIS mapping could produce an updated product and what we have now is appropriate for use by the Village.

Our Zoning ordinance 17-30 S10- (2) calls for a zoning map to be made available to the public and maintained by the Planning Officer. Many communities throughout NM have procedures for updating and amending their zoning maps, even with basic tools, to provide better governmental response to the needs of all citizens; and to establish and maintain a line of communication and open dialogue among participants at all levels of the planning and zoning process.

During NM League of Zoning Officials training it was advised that a regular procedure for amendment to the zoning map, usually a yearly basis, to capture the relevant changes to zoning or parcel description. And our zoning ordinance describes procedures for due process concerning any challenges to the zoning map.

With the improved GIS Mapping and the work that has gone into verifying accuracy of the current zoning, please consider giving recommendation to adopt the Village of Taos Ski Valley Zoning Map. With regular discipline of maintaining a zoning map, the accuracy of the information will become even more accurate.

Sincerely,



John Avila, Village Administrator

cc
Mayor and Council

VILLAGE OF TAOS SKI VALLEY

Village Council

Agenda Item

AGENDA ITEM TITLE: Consideration to Approve Resolution No. 2021-455 Requesting a Permanent Budget Adjustment to the FY2021 budget (BAR) for the Grant Awarded to the Village in October 2020 from the New Mexico Outdoor Recreation Division Special Projects and Outdoor Infrastructure Fund

DATE: November 24, 2020

PRESENTED BY: Nancy Grabowski, Finance Director

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION: The Village submitted its fiscal year 2020-21 budget in July of 2020. The Village Parks and Recreation Committee has been considering ways to improve services at the Williams Lake Hiker Parking area for a long time. In September 2020, the Parks and Recreation Committee submitted a grant proposal request to the New Mexico Outdoor Recreation Division, Special Projects and Outdoor Infrastructure Fund, for purchase and installation of Enviro-Loo composting toilets for the hiker parking area. The intent of this request is to take a more sustainable environmental approach to the bathroom facilities to enhance the parking lot and the clean high alpine environment. The Village Parks and Recreation Committee was awarded the grant in October for this innovative project.

The total cost of the project is estimated at \$36,600. The grant request was for \$18,300, with a 50% match of \$18,300 from the Village Parks and Recreation impact fee account. Impact fees may be utilized for capital projects with a life span of 10 years or more.

Fund	Account code	Amount
10/21700	4037/47398 State Disburse/Grants	(\$18,300.00)
10/21700	8322/58020 Capital Equipment	\$18,300.00

A BAR must be done to accept the grant funds and add the revenue into the Parks and Recreation budget along with the additional capital expense. Already included in the FY2021 budget is a transfer of \$30,000 from the impact fee fund for anticipated capital projects. An internal BAR will be done to transfer the other half of the capital project expense of \$18,300 from outside contractors to capital expense.

RECOMMENDATION: Staff recommends approval of Resolution No. 2021-455 to amend the budget for FY2021, accepting the grant award and adding the grant revenue of \$18,300 along with the \$18,300 of capital expense for the project, to the Parks and Recreation budget.

**VILLAGE OF TAOS SKI VALLEY
RESOLUTION NO. 2021-455**

**A RESOLUTION REQUESTING A PERMANENT BUDGET ADJUSTMENT TO THE
FY2021 BUDGET (BAR) FOR THE GRANT AWARD AWARDED TO THE VILLAGE
IN OCTOBER 2020 FROM NEW MEXICO OUTDOOR RECREATION DIVISION
SPECIAL PROJECTS AND OUTDOOR INFRASTRUCTURE FUND**

WHEREAS, it is hereby resolved that the Village of Taos Ski Valley having met in a regular meeting on November 24, 2020 proposes to make an adjustment to the Fiscal 2020-21 budget as follows:

<u>FUND</u>	<u>ACCOUNT/DESCRIPTION</u>	<u>AMOUNT</u>
Parks & Rec Fund (10/21700)	4037/47398 State Distrib. Other Grants	(18,300.00)
Parks & Rec Fund (10/21700)	8322/58020 Capital Equipment	\$18,300.00

WHEREAS, at the regular meeting of the Village of Taos Ski Valley Governing body on November 24, 2020, it considered adjustments to its budget for the Fiscal Year 2020-2021; and

WHEREAS, said budget was developed based on need and through cooperation with all user departments, elected officials and other department supervisors; and

WHEREAS, the official meetings for the review of said documents were duly advertised and posted in compliance with the State of New Mexico Open Meetings Act; and

WHEREAS, it is the majority opinion of this Council that the proposed budget adjustments meet the requirements as currently determined for Fiscal Year 2020-2021.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the governing body of the Village of Taos Ski Valley, State of New Mexico, hereby approves, authorizes, and directs that the Village of Taos Ski Valley budget for Fiscal Year 2020-2021 be amended accordingly.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2020.

THE VILLAGE OF TAOS SKI VALLEY

By: _____
Christof Brownell, Mayor

(Seal)

ATTEST:

Ann M. Wooldridge, Village Clerk

VOTE: For ____ Against ____

**Village of Taos Ski Valley
Village Council
Agenda Item**

AGENDA ITEM TITLE: Consideration to Approve Resolution No. 2021-456, a Resolution to Approve a BAR for the Purchase of Capital Equipment, Increasing the Expense and Transfer into the Roads Fund (05) and the Transfer out from Roads Impact fees (55) While Trading in and Disposing of Obsolete Capital Equipment Owned by the Village of Taos Ski Valley

DATE: November 24, 2020

PRESENTED BY: Nancy Grabowski

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION: The Village currently owns a 1998 John Deere 310 SE T0310848950 backhoe. It has been determined that this aged backhoe is failing and in constant need of repair. The Public Works Department has done some research and located a new 2021 John Deere SL HL loader Backhoe through Sourcewell Purchasing Cooperative. As members of the Cooperative, we would receive a discount and the opportunity to trade in the old backhoe for a credit. Purchasing this new equipment will cut down on repair expenses for years to come.

The price of the new backhoe, minus credits and trade-in value, is \$91,389. See exhibit "A" 4Rivers formal quotation attached. The Roads Impact Fee fund has an account balance of \$197,134. This purchase would leave a balance in the impact fee account of \$105,745, which is sufficient to cover this year's annual road co-op Village match.

There is a transfer from the Road Impact fee fund of \$30,000 along with a matching capital equipment expense already included in the FY2021 budget. A BAR for the increased expense and transfer would be required follows:

<u>FUND</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
Roads 05/21600	8322/58020 Capital Equipment	\$61,400.00
Roads 05/21600	9001/61100 Transfer in	(\$61,400.00)
Roads Impact 55/29900	9002/61200 Transfer Out	\$61,400.00

RECOMMENDATION: Staff recommends approval of Resolution No. 2021-457 adjusting the FY2021 budget with a BAR to increase the capital equipment expense, transfer into the Roads fund, transfer out from Roads Impact fee fund, as well as approval of the purchase of the Backhoe.

**STATE OF NEW MEXICO
VILLAGE OF TAOS SKI VALLEY**

RESOLUTION NO. 2021-456

A RESOLUTION TO APPROVE A BAR FOR THE PURCHASE OF CAPITAL EQUIPMENT; INCREASING THE EXPENSE AND TRANSFER IN TO THE ROADS FUND (05) AND THE TRANSFER OUT FROM ROADS IMPACT FEES (55), WHILE TRADING IN AND DISPOSING OF OBSOLETE CAPITAL EQUIPMENT OWNED BY THE VILLAGE OF TAOS SKI VALLEY

WHEREAS, at the regular meeting of the Village of Taos Ski Valley Governing body on November 24, 2020, it considered adjustments to its budget for the Fiscal Year 2020-2021; and

WHEREAS, said budget was developed based on need and through cooperation with all user departments, elected officials and other department supervisors; and

WHEREAS, the Village of Taos Ski Valley owns certain property including a 1998 John Deere 310 SE T0310848950 backhoe; and

WHEREAS, following the requirements of the New Mexico Department of Finance, it is mandatory to have Council approval by Resolution prior to disposal of any assets; and,

WHEREAS, Village Staff believes it is in the best interest of the Village to dispose of said asset; and,

WHEREAS, Village Staff believes it is in the best interest to purchase new capital equipment, replacing the obsolete equipment and adjusting the budget accordingly to cover the additional expense and required transfers:

<u>FUND</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
Roads 05/21600	8322/58020 Capital Equipment	\$61,400.00
Roads 05/21600	9001/61100 Transfer in	(\$61,400.00)
Roads Impact 55/29900	9002/61200 Transfer Out	\$61,400.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the governing body of the Village of Taos Ski Valley, State of New Mexico hereby approves authorizes and directs that the Village of Taos Ski Valley decommission and dispose of the obsolete capital equipment and to increase the Capital expense and transfer into the Road Fund to cover the additional expense of the purchase of new Capital Equipment.

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

THE VILLAGE OF TAOS SKI VALLEY

By: _____
Christof Brownell, Mayor

ATTEST:

Ann M. Wooldridge, Village Clerk

VOTE: For _____ Against _____



November 19, 2020

7 Firehouse Road
Post Office Box 100
Taos Ski Valley
New Mexico 87525

(575) 776-8220
(575) 776-1145 Fax

E-mail: vtsv@vtsv.org
Web Site: vtsv.org

MAYOR:
Christof Brownell

COUNCIL:
Jeff Kern
Neal King
J. Christopher Stagg
Thomas P. Wittman

**VILLAGE
ADMINISTRATOR:**
John Avila

CLERK:
Ann M. Wooldridge

To: Procurement File

Re: **CPO Procurement Determination**

The purchase of a 2021 John Deere SL HL loader Backhoe through Sourcewell Purchasing Cooperative and using Road Impact fee is determined to meet procurement requirements using a price agreement to members of the Sourcewell Purchasing Cooperative. Use of Purchasing Cooperatives is allowed to municipalities and is efficient for members as the Price Agreements have already been professionally vetted and procured for use of all the members. As members of the Cooperative, the trade-in and discount are to the Village's advantage and are allowed in the agreement.

The price of the new backhoe minus credits and the trade-in is \$91,389. See exhibit "A" 4Rivers formal quotation attached.

The use of the Roads Impact fee fund as a source of payment is appropriate as the equipment is for road improvement use, is valued at over \$10,000 (\$91,389 purchase price after trade and discount), and is expected to have a useful life of over 10 years.

John Avila
Chief Procurement Officer,
Village Administrator

c.c.

Nancy Grabowski
Anthony Martinez
Mayor and Council

**Village of Taos Ski Valley
Village Council
Agenda Item**

AGENDA ITEM TITLE: Consideration to Acknowledge and Approve the Disposal of a PowerEdge 2900 Server, Capital Equipment owned by the Village of Taos Ski Valley

DATE: November 24, 2020

PRESENTED BY: Nancy Grabowski

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not recommended

BACKGROUND INFORMATION: The Village has determined that the following piece of equipment is no longer useful and will be decommissioned:

In fiscal year 2009 the Village acquired a PowerEdge 2900 (serial #1664871389) server which was primarily used as the email server. The server is old and unreliable, with an expired warranty. The Village email was recently transferred to a cloud-based email system and no longer uses this server. Since it is obsolete, the server cannot be used in any other capacity and cannot be resold; the server will be decommissioned and destroyed. Ambitions Technology Group will decommission and have the hard drive destroyed, providing certification as required.

RECOMMENDATION: Staff recommends acknowledgement and approval of the decommission and disposal of this capital equipment owned by the Village of Taos Ski Valley.

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Consideration of TIDD Board Request to Village Council to Designate an additional Agent of the Village to be Permitted to Inspect Certain NM Tax & Revenue Department Reports under the Terms of the NM Tax & Revenue Department Confidentiality Agreement, for the Purpose of Working with Approved Village Staff and the NM Tax & Revenue Department to Reconcile Gross Receipts Tax Allocations to the Village and to the TIDD

DATE: November 24, 2020

PRESENTED BY: Administrator John Avila

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION: At its October 28, 2020 meeting, the TIDD Board requested that the Village Council appoint an additional Agent to work with the New Mexico Tax and Revenue Department (NMTRD) to address collection of Village GRT and appropriate allocation of funds back to the TIDD. The TIDD Board has expressed concerns that it is not receiving an accurate allocation of GRT monies through NMTRD.

The appointed representative should meet the following qualifications:

- Have no conflicts of interest with the Village. Such conflicts could include involvement in pending litigation matters or with entities adverse to the Village.
- Have a fiduciary responsibility to the Village and meet all the requirements of the NMTRD Confidentiality Agreement to nullify risks to the Village.
- Be willing to maintain confidentiality regarding Village and NMTRD financial records, and obtain any necessary certification to ensure protection of confidential information.
- Be willing to sign an affidavit outlining fiduciary responsibilities, confidentiality standards, and any other necessary assurances related to this appointment.
- Work effectively with Village Finance and Administration, as well as NMTRD, and be well versed in accounting, good with data analysis, and finance management

RECOMMENDATION: Recommend appointing a representative to work cooperatively with the Village, TIDD Board, and NMTRD to review data involving the collection of GRT and allocation of funds to the TIDD, with the condition that this representative have no conflicts of interest with the Village and that he/she will abide by confidentiality and other fiduciary standards. TIDD Board Member and Co-Treasurer Rocky has recommended Kristin O'Flaherty.

10/31/20

This is to certify that at the last TIDD Board meeting on 28th October that a motion was passed unanimously to request that Kristin O'Flaherty be added as additional agent for the TIDD and Village to New Mexico Tax & Revenue Department. She will be working with Chaz Rockey to allow the TIDD Board and the Village to monitor TIDD finances in a timely and thorough fashion.

Respectfully

Neal King

Neal King: TIDD Board Chair

Kristin O'Flaherty

Kristin.Oflaherty@skitaos.com

575-770-4122

Summary

A committed accounting professional, accustomed to working with cross functional teams on complex projects. In all of my accounting roles at Taos Ski Valley, I have been involved in the preparation and filing of federal, state and local taxes providing me with a strong background in and understanding of the NM Gross Receipts and Taos County Property Tax process.

Work History

Taos Ski Valley, Inc.

Senior Accountant: September 2020 - Current

Director of Accounting: March 2019 – August 2020

Senior Accountant: September 2018 -February 2019

Assistant Controller: June 2012 – September 2018

Controller: April 2007 – June 2012

Accounting Skills:

- General Ledger maintenance and expansion

- Intercompany relationships

- Monitoring compliance to existing and implementing new financial controls

- Financial reporting

- Federal, State and Local tax and corporate filings

- Fixed Asset accounting

- Revenue accounting

- Bank Account reconciliations

- AP management

- AR management

- Payroll accounting

Platforms:

- Windows 7/10

Software:

- Microsoft Office

- Microsoft Dynamics GP

- Microsoft Report Designer

- Fixed Asset Creative Solutions

Education

State University of New York -Cortland

Bachelor of Arts – International Studies and Spanish

Volunteer Activities

Member of the TCF - Blake Memorial Scholarship Committee

Member of the Taos Integrated School for the Arts PTO

**Village of Taos Ski Valley
Agenda Item**

AGENDA ITEM TITLE: Consideration to Approve a Contract between the Village of Taos Ski Valley and Souder, Miller & Associates

DATE: November 24, 2020

PRESENTED BY: Anthony Martinez

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not recommended

BACKGROUND INFORMATION: This contract will cover Operations and Maintenance of the Village of Taos Ski Valley Wastewater Treatment Plant during COVID-19 Staffing Scenarios To prevent the rate of spread of COVID-19, the Village of Taos Ski Valley Public Works Department has created protocols for the staff to stay safe at work but there is no guarantee that a staff member would not contract COVID-19. If a staff member does contract COVID-19, the Village must prohibit employees with known close contact to the person to return to work until authorized by the New Mexico Department of Health. In such a situation, it is possible that all staff could have been in contact with an infected individual. This would hamper compliance requirements for the Village's wastewater treatment permit.

Souder, Miller & Associates' SMA Operations is currently under contract with the Town of Taos to operate the Town's wastewater treatment facility. The SMA staff operates a membrane facility and has also supported another Ovivo membrane plant in the Pojoaque area. This contract would cover the COVID-19 Emergency Operations and Maintenance Support through three tasks: System Review and Staffing Needs, Emergency Support and System Monitoring, and Emergency/On Call Services.

RECOMMENDATION: Staff recommends approval of a contract with SMA Operations LLC for Operation and Maintenance of the Village of Taos Ski Valley Wastewater Treatment Plant during possible COVID-19 Staffing Scenarios.



November 13, 2020

The Village of Taos Ski Valley
c/o Mr. John Avila, Village Administrator
7 Firehouse Road
Taos Ski Valley, NM 87525
via email: javila@vtsv.org

RE: Proposal for Operation and Maintenance of the Village of Taos Ski Valley Wastewater Treatment Plant during COVID-19 Staffing Scenarios

Dear Mr. Avila:

SMA Operations (SMA Ops) is pleased to provide a proposal for COVID-19 Emergency Operation and Maintenance (O&M) Support for the Village of Taos Ski Valley (VTSV) Wastewater Treatment Plant (WWTP) and Water System Sampling. We currently employ New Mexico Certified Water and Wastewater Operators with membrane bioreactor experience that will be able to assist the Village in the case that emergency support is needed due to COVID-19. The majority of the staff we have identified to assist the Village is primarily located at our facility in the Town of Taos.

SMA Ops has organized the COVID-19 Emergency Operation and Maintenance Support project into three tasks: System Review and Staffing Needs, Emergency Support and System Monitoring and Emergency/On Call Services.

Task 1 – System Review and Staffing Needs

Upon receiving the Notice to Proceed, SMA Ops staff will schedule site visits with the Public Works Director to complete the field review of the systems. The review phase is estimated to require three days on site. The remainder of the task will be completed off-site.

- **Review of Existing System** – SMA Ops will review the existing WWTP site, equipment and infrastructure with respect to functionality, efficiency and compliance. SMA Ops will also review the sampling procedures for the water system compliance monitoring. These services include:
 - Mechanical equipment such as pumps, valves, treatment equipment, disinfection, and accessories;
 - Control equipment and instrumentation;
 - Permit review, sampling schedules and recordkeeping for compliance and process control;
 - Standard Operating Procedures (SOPs) for equipment and process O&M;
 - Site Specific Health and Safety Plan review and/or development, including PPE, procedures and operations impacted by COVID-19 measures;
 - SCADA system monitoring, reporting and access capabilities for process control;
 - Staffing needs, schedule and tasks, including subcontracted services, for normal operations and for staffing impacted by COVID-19;

- **Sampling** – SMA Ops will review SOPs for collection of samples that will be used to understand the current condition of the system.
- **Documentation** – SMA Ops will develop a Staff Schedule and compiled emergency contact information for emergency operation of the WWTP and compliance sampling for water system, including available staff and equipment for emergency operation.

Task

Schedule

Task 1 – System Review and Staffing	Two weeks duration; to be scheduled with Taos Ski Valley upon receipt of Notice to Proceed
-------------------------------------	--

Fee:

Task 1 will be billed at a Lump Sum on a percent complete basis. The fee for this task will be \$7,101.

Task 2 – Emergency Support and System Monitoring

The Emergency Support and System Monitoring Task includes regularly scheduled site visits by SMA Ops staff to maintain knowledge of current facility operations and process characteristics in case emergency staffing support and response is required by VTSV. SMA Ops will:

- Assist VTSV staff in daily operations;
- Provide technical support on equipment operation;
- Review historical data and system settings;
- Work with VTSV Operators to identify any processes and equipment settings to improve treatment efficiency and effluent quality.

Site visits will be schedule weekly until the VTSV Public Works Director and SMA Ops staff agree that the SMA Ops staff are comfortable with facility operations: this is estimated to occur in two months or less. At that time, visits will be scheduled biweekly so that SMA Ops staff can maintain current knowledge of facility operations status.

Task

Schedule

Task 2 – Emergency Support and System Monitoring Phase	Upon completion of Review Phase
---	---------------------------------

Task 2 will be billed as Time and Materials, not to exceed \$20,000. This amount is projected to last approximately eight months. When seventy-five percent (75%) of the budget is spent, SMA Ops will contact VTSV and discuss budget adjustment for continued services.

Task 3 – Emergency/On Call Services

SMA Ops will provide Certified and Qualified Operators to operate the system during emergency needs of the WWTP operation and Water System sampling. Upon notification from VTSV that there is a need for SMA Operations to supplement Village staffing due to COVID-19, SMA Ops will provide:

- Remote support within two (2) hours of notification
- On-site support in 24 hours under normal operating conditions where VTSV has completed site disinfection
- On-site support within four (4) hours for critical operations support

SMA Ops will follow SMA Operation's Corporate HASP and Pandemic Preparedness Plan, as well as the VTSV Pandemic Preparedness Plan.

Task

Schedule

Task 3 – Emergency/On Call Services Upon Notice to Proceed

Task 3 will be billed as Time and Materials, not to exceed \$10,000. This amount is projected to last approximately ten days for normal operating conditions of the facility, though we will staff the facility in emergency (24-hour) situations if necessary. When fifty percent (50%) of the budget is spent, SMA Ops will contact VTSV and discuss budget adjustment for continued services.

SMA Operations appreciates the opportunity to assist the Village of Taos Ski Valley with Emergency Operations and Support Services at the wastewater treatment plant and for water system compliance monitoring. If you have any questions, please don't hesitate to call me at (505) 473-9211.

Sincerely,
SMA Operations, LLC



Paul Kennedy, P.E.
Project Manager

Xc: Anthony Martinez, Public Works Director, amartinez@vtsv.org

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Consideration to Approve Directing the Village Administrator to Issue a Work Order for a Water Study to Plummer Engineering under the Village's on-call Contract based on Funding Availability

DATE: November 24, 2020

PRESENTED BY: John Avila

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

The Village does not have a comprehensive water study to accurately assess the ability to serve water to its residents and visitors. During recent drought conditions, and with aging infrastructure, the Village has experienced water shortages which required taking emergency measures.

There is a potential for property development that would increase the demand for water and wastewater facilities that may further strain the Village's ability to serve the community. To avoid the practice of using allegorical understanding of the water utility system the need for a scientific water study is required and is more important now and for the future.

Village Staff will provide water data and capacity forecasting to allow for an efficient project. As there is no specific funding allocated to the study, approval to award the Work Order is conditional on identifying funding before giving notice to proceed.

The proposed Work Order is already authorized under previously Council approved Task Order but approval to move forward is sought, as the project cost exceeds \$20,000 and funds need to be secured.

RECOMMENDATION: Staff recommends the approval of the Work Order to proceed once funds are allocated.

Task Order 1 – General Services

WORK ORDER NO. 1

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services, dated May 27, 2014 ("Agreement") with Amendment 6 effective July 1, 2020 and Task Order 1 – General Services Contract dated July 1, 2020, Owner and Engineer agree as follows):

Client:	<u>Village of Taos Ski Valley</u>
Project Name:	<u>Capacity & Growth Planning</u>
Plummer JN:	<u>4145-010-01.200</u>
Estimated Completion Date:	<u>February 1, 2021</u>
Estimated Fee for Work:	<u>\$21,470</u>

Services of Engineer:

The most recent water master planning effort for the Village of Taos Ski Valley was completed in 2007. This work order covers the first steps towards a full renewal of the system's master planning. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

1. Review existing capacity and known water demands. Establish an estimate of both water loss and remaining capacity of the existing Phoenix Spring. The analysis period will include the previous five years of system records.
2. Analyze potential growth areas and develop estimates of future water demand based on predicted growth. All known future growth areas or those identified during the planning process will be included in the analysis for potential future demand including Amizette and platted areas above the recently constructed Kachina Water Tank.
3. Summarize potential future water capacity available from development of the Gunsite Spring.
4. Project deliverable will be a technical memo summarizing the existing and potential future capacity, demands, and potential to support growth with the existing infrastructure. Additional analysis will cover potential growth areas and establish a design target for the planned Kachina Booster Pump Station.
5. Plummer will coordinate directly with the VTSV Planning Department (Patrick Nicolson) for growth location and density information.
6. Plummer will conduct monthly virtual conference calls with VTSV (John Avila, Anthony Martinez, and Patrick Nicolson).

Owner Responsibilities:

1. Owner will provide the additional items:
 - a. Phoenix Spring flow records.
 - b. Gunsite Spring flow records.
 - c. Water meter records and a listing of any customers who have paid for availability but may not be currently using water.
 - d. Water audit and water accounting data.

- e. Estimates of any known, un-metered water usage.
- f. Data about known and anticipated growth areas; including allowable development density or other pertinent zoning information for undeveloped sections. GIS shapefiles are a preferred data source.

Exclusions, Assumptions, and Constraints:

1. Client will review and provide comments on draft technical memo within one week to help meet the completion goal of end of December.
2. No survey, design, or state approval applications are included.
3. Distribution modeling and design of Kachina Booster Station layout or pipeline are not included. Scope is limited to establishing a target flow rate based on growth area and density analysis.
4. Analysis will focus on water capacity only. Infrastructure evaluation to serve future growth is not included in this scope.

Payment to Engineer:

The estimated compensation for performing the Scope of Services as identified herein is on a time and material basis (T&M) not-to-exceed fee of \$21,470. Additional services can be provided upon request and mutual amendment to this agreement or under a separate Work Order. Plummer will submit progress invoices based on actual labor hours expended and reimbursable expenses.

Schedule:

We are prepared to start work as soon as this Work Order is approved. The scope of work will take approximately 2 to 3 months to complete assuming the Owner responsibilities are completed in a timely manner.

THIS WORK ORDER IS AGREED TO AND ACCEPTED this _____ day of _____, 2020, by:

OWNER: Village of Taos Ski Valley

ENGINEER: Plummer Associates, Inc.

By: _____

By: Patrick O'Brien

Print Name: _____

Print Name: Patrick O'Brien

Title: _____

Title: Principal

Date Signed: _____

Date Signed: 10/27/2020

Engineer License (if required): CO 33925

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

P.O. Box 100

1485 Florida Road #206C

Taos Ski Valley, NM 87525

Durango, CO 81301

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Consideration to Approve a Village Procurement Policy

DATE: November 24, 2020

PRESENTED BY: John Avila

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

The Village is compliant with state procurement regulations; however, those alone do not provide the structure and process specificity to guide the Village procurement activities.

This Procurement Policy helps to distill the State statutes into a guiding document. Developing a procurement manual will follow, to further define the procurement requirements. Lack of a written policy has lead to confusion and errors in Village operations.

The policy helps clarify for staff the basic requirements of appropriately initiating purchases by accurately describing the product characteristics and structure to fairly obtain the best value purchase and efficiently transact a purchase and payment.

RECOMMENDATION: Staff recommends approval of the Procurement Policy, to be implemented in December.

VILLAGE OF TAOS SKI VALLEY, NEW MEXICO

PROCUREMENT POLICY

Effective Date: 12/1/2020	Revised:
Distribution: All Staff	Kind: Village Policy

PURPOSE

The purposes of the Procurement Policy is to provide for the fair and equitable treatment of all persons involved in public procurement, to maximize the purchasing value of public funds and to provide safeguards for maintaining a procurement system of accountability, quality, integrity and prompt payment of purchases.

1. ADOPTION

The Village of Taos Ski Valley Council adheres to the procurement statutes and regulations as outlined in the New Mexico Annotated Statutes, 1978, Chapter 13, Public Purchases and Property and the State of New Mexico Procurement Code Regulations as outlined in 1.4.1. NMAC.

All procurement activity at Village of Taos Ski Valley will comply with regulations outlined in the two publications noted above as well as internal policies adopted by the Village of Taos Ski Valley Village Council.

2. INTERNAL ADOPTION OF POLICY

In addition to procurement guidelines as established by the State of New Mexico, the following internal policies are also adopted by the Village of Taos Ski Valley Council and made a part of this policy.

- a. Purchases will be made only through approved Purchase Order (PO), a Purchase Requisition containing all the elements of scope of work or product is required of the requester, in advance.
- b. No purchases will be made from an employee or supplier in which the employee making the request has a financial interest.
- c. No purchases shall be made by any Village employee without prior written approval. When applicable, the purchase order number should appear on the vendor's invoice. Making an unauthorized purchase without written approval prior to the purchase is prohibited and may make the individual liable for payment of such purchase.

3. PURCHASING LIMITS

- a. Purchases of \$10,000 or Less (Small Purchases)

The Procurement Officer may procure items of tangible personal property having a value not exceeding ten thousand (\$10,000) by issuing a direct purchase order to a vendor based upon the best obtainable price.

In procuring construction or contracted services, a Scope of Work shall be developed by the requester and a Request for Bid (RFB/RFQ) shall be prepared in cooperation with the Procurement Officer at the discretion of the department director.

- b. Purchases Over \$10,000

In addition to the above, all purchases over ten thousand dollars (\$10,000) must be approved by the Mayor or Village Administrator up to twenty thousand dollars (\$20,000) for nonprofessional services, construction or items of tangible personal property and up to sixty thousand dollars (\$60,000) for professional services (refer to item 2).

Purchases over ten thousand dollars (\$10,000) must also be accompanied with three valid, **written** quotes from no less than three businesses. Such notations as "does not carry" or "did not return phone call" do not qualify as valid quotes. When unable to obtain three quotes, a good faith effort must be proven and documented of such search. In procuring construction or contracted services, a Scope of Work shall be developed by the requester and a Request for Quotes (RFQ) will be prepared in cooperation with the Procurement Office.

The Procurement Officer may grant an exception to the requirement of three written quotes if the requestor submits a justification letter setting forth the reason or reasons why the requestor was unable to obtain three valid quotes from three businesses.

c. Purchases Over \$20,000 (Non Professional) and \$60,000 (Professional)

For the procurement of nonprofessional services, construction or items of tangible personal property having a value exceeding twenty thousand dollars (\$20,000) and the procurement of professional services having a value exceeding sixty thousand dollars (\$60,000) the Procurement Officer shall initiate a competitive sealed process. The methods of procurement set forth provide alternatives to the competitive sealed bid and competitive sealed proposal methods of procurement. Purchases under the competitive sealed process must be approved by the Village of Taos Ski Valley Village Council.

4. CONSTRUCTION PROJECTS

a. Construction Projects - \$60,000 And Over

In addition to the above noted purchasing limits, a qualified design professional must be consulted for any facility modification or construction project. This should be accomplished prior to submitting the project to the Village Council for approval. At the discretion of the Mayor or Village Administrator, consulting a qualified design professional for construction projects may be waived if it is deemed unnecessary to have design professional consultation for the project.

b. Construction Projects - Additional Approvals

In addition to the above requirements, all projects which fall under the following categories must also be submitted for review by the Village Council:

- any purchase of real property;
- any construction of a new building;
- any project involving a bond issue
- any other capital construction project exceeding a total cost of \$500,000.

c. Revisions To Ongoing Construction Projects

In addition to the above requirements, projects requiring changes/modifications meeting the following criteria must be submitted for additional approval from the Village Council:

- a change in the size or the project of 10 percent or over 1,000 net assignable square feet, whichever is greater;
- a 10 percent change in the type or purpose of planned space; or

- a change in the total project cost of 10 percent or \$100,000, whichever is greater.

5. ROUTINE PROCUREMENT PROCEDURES

Except for a bona fide emergency procurement (refer to item 7., Emergency Procurement), procurement transactions will normally flow through the Procurement Officer using a Purchase Requisition.

6. SOLE SOURCE PROCUREMENT

A purchase order or contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the Procurement Officer makes a determination, after conducting a good-faith review of available sources and agreement with the Mayor or Village Administrator, that there is only one source for the required service, construction or item of tangible personal property.

Although a competitive sealed process is not required, sole source procurements must still meet the approval requirements as outlined in item 3., a - c.

A copy of the justification for sole source procurements shall be attached to the purchase order.

7. EMERGENCY PROCUREMENT

The Village may make an emergency procurement when there exists a threat to public health, welfare, safety or property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten: 1) the functioning of operations; 2) the preservation or protection of property; or 3) the health or safety of any person. Emergency procurement shall be limited to services, construction, or items of tangible personal property necessary to meet the emergency.

Emergency procurement procedures will not be used to inappropriately circumvent procurement policies and procedures as identified in this policy. Emergency procurements shall meet purchasing and approval limits as outlined in item 3., a - c, as is practicable under the circumstances.

A written determination of the basis for the emergency procurement shall be included in the procurement records.