COUNCIL OF THE VILLAGE OF BOSQUE FARMS, NM
MINUTES OF THE SPECIAL MEETING
JULY 27, 2026

1. CALL TO ORDER

Mayor Gillespie called the meeting to order at 9:00 a.m.

2. ROLL CALL OF GOVERNING BODY

Present were Mayor Chris Gillespie, Councilor Ronita Wood, Mayor Pro Tem Erica De Smet, Councilor James Bruhn, and Councilor Manuel Zamora was absent. Quorum present.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. OLD BUSINESS

A. Discussion and Possible Action on Increasing the Fee Schedule for the Village of Bosque Farms with Robert Pierson

Planning and Zoning Consultant Robert Pierson led the discussion on the current administrative fee schedule and presented options for increasing revenue. He noted that the Village's current zoning review fee is $35.00, covering fences, sheds, and homes, and estimated that doubling it to $70.00 would increase revenue from approximately $1,540 to roughly $2,800 annually given that some permit activity would likely decline. Similarly, doubling business registration fees from $35.00 to $70.00 was projected to generate approximately $30,000. With respect to subdivision fees, Mr. Pierson explained that the current structure charges $100.00 for a major application plus $80.00 per lot, and that reaching the Council's previously stated target of $120,000 in revenue from this source would require a per-lot fee approaching $56,000 — a figure he cautioned would be legally problematic and likely invite takings litigation.

Councilor Bruhn proposed reframing the revenue strategy around impact fees rather than subdivision fees, reasoning that each new residence places a burden on the Village's water, sewer, roads, and other infrastructure. He cited Corrales as an example, where impact fees reach $140,000 per home. Mr. Pierson acknowledged that impact fees are a legitimate tool but noted they require a separate ordinance, a study to justify the fee amounts, and strict allocation requirements — each fee category must be spent only on the infrastructure it is designated to fund.

Andrew Padilla (Prodigy) reinforced that the most significant revenue gap exists in water and sewer connection fees. He noted that the Village is currently charging $6,795 to install a grinder pump, while the material cost alone approaches $9,000. He stated plainly: "All your revenue that you're missing out on is in the water and sewer." He and Roberta Padilla (Prodigy) noted that the existing sewer and water ordinance already authorizes cost-based fee recovery, including a 75-foot pipe allowance beyond which costs fall to the property owner — the Village has simply not been enforcing it. The recommendation was to update the fee schedule by resolution rather than ordinance amendment, so that fees can be adjusted over time without legislative action each time.

Additional concerns raised during discussion included: the lack of inspection of commercial grease traps, which is already required by ordinance but has not been enforced, resulting in recurring sewer

DRAFT

blockages; the absence of a requirement for developers to use pre-approved contractors for sewer extensions, leading to undocumented infrastructure and mapping gaps; and the need to reorganize personnel under a unified Public Works department to allow partial salary allocation between the general fund and enterprise funds.

After extended discussion, Council determined that approving the proposed increases under the current agenda item was not procedurally possible, as doing so would require an ordinance change not noticed for this meeting. The matter was tabled for a future meeting at which proper ordinance amendment or adoption of a new resolution-based fee structure can be noticed and acted upon.

Motion	**Decline Increasing the Fee Schedule for the Village of Bosque Farms**		
Made by:	**De Smet**		**Councilor Wood-Aye** **Mayor Pro Tem De Smet - Aye** **Councilor Bruhn- Aye** **Councilor Zamora – Absent**
Second by:	**Wood**		
Motion carried?	**PASSED**	**FAILED**	

Point of Order was called by Mayor Pro Tem De Smet

Motion	**Move #5 New Business Item A to Under 4. B although it is not Old Business**		
Made by:	**De Smet**		**Councilor Wood-Aye** **Mayor Pro Tem De Smet - Aye** **Councilor Bruhn- Aye** **Councilor Zamora – Absent**
Second by:	**Bruhn**		
Motion carried?	**PASSED**	**FAILED**	

Note: This item is recorded under its original heading below.

B. Council to Review and Take Action on the Final FY27 Budget

Clerk/Administrator Martinez presented the FY27 budget as compiled through previous budget workshops. She noted the budget currently reflects a $136,888 positive balance, but that figure incorporates the $120,000 from subdivision permit fees and $8,000 from building permit increases — revenue that was not approved under Item 4.A. Without those revenues, the Village would be approximately $8,000 above budget baseline before accounting for several deferred personnel positions.

The discussion centered substantially on staffing. Clerk Martinez requested reinstatement of the Deputy Clerk/Assistant Clerk position, which had been removed in a prior session. She presented three salary scenarios for the Police Department: a 17.5% increase (as previously proposed), a 10% increase, and a 6% increase, showing total PD salary and benefit costs of approximately $2,010,063, $1,918,416, and $1,850,941 respectively.

Interim Chief of Police Jason Adams spoke in support of the 17.5% increase, explaining that the Village has experienced chronic officer turnover due to non-competitive pay and that the increase would bring salaries to near-market rates for the region. He noted that for six years, officers have

DRAFT

received insufficient compensation. Mr. Machuca emphasized that the Village's PERA retirement refund benefit — which he described as unique among local agencies — is a significant but underutilized recruitment tool that should be better communicated to prospective hires.

To find budget capacity for the reinstatement of the Assistant Clerk position and a partial IPRA/records position, Chief Adams offered to forgo filling the Captain position for the current budget year, retaining it as a vacancy savings. Council and the Clerk estimated this would free approximately $112,000 in salary and benefits, sufficient to fund the Assistant Clerk and a portion of a second position, with the balance potentially offset by reducing Consultant Jan's professional services agreement (PSA) from its current $60,000 ceiling to approximately $10,000–$15,000 once the Assistant Clerk is onboarded.

Discussion also touched on the following fiscal matters:

- Professional Services Agreements (PSAs): Council members raised concerns about the number of active PSAs — including one with Consultant "Jan" (not to exceed $60,000), one with CPA Javier Machuca (not to exceed $60,000), and one with Southwest HR for an internal investigation ($5,500) — and questioned the scope and overlap of these engagements. Mr. Machuca recommended reducing the PO on his own agreement to approximately $15,000 and suggested the same approach for Jan's, rather than canceling either outright, to maintain monitoring and control over spending.
- Accounting System Upgrade: Mr. Machuca advised that the Village's current accounting software is severely outdated and among the most inadequate systems he has encountered in municipal work. He recommended transitioning to a cloud-based Tyler Technologies product (the same platform used by Corrales, Elephant Butte, and Portales) and suggested implementing the new system effective January 1, 2027, to allow a clean fiscal year transition, time for procurement, and staff training. Council expressed general support for pursuing this, contingent on obtaining a cost estimate.
- Payroll Processing: Council discussed transitioning payroll to an outside provider by October 1, 2026, and also discussed shifting the payroll period end-date from Sunday to Wednesday or Thursday to build in time for timesheet corrections before processing. Mr. Machuca recommended implementing this change in accordance with the payroll system transition rather than in isolation, to ease the change for employees.
- Water Rights Revenue: Councilor Bruhn raised the question of return-flow credits for treated wastewater being returned to the aquifer from the Peralta system. He estimated one acre-foot per day of return flow, potentially valued at $10,000 per acre-foot — totaling $365,000 annually — and noted the Village may be owed credits for approximately three years.
- Budget Sustainability: Mr. Machuca cautioned that large one-time salary increases must be stress-tested against a five-year revenue projection to ensure sustainability. He also identified several line items across departments where budgeted amounts exceeded actual year-to-date expenditures and suggested those encumbrances be released and reallocated. He noted that a Budget Adjustment Request (BAR) may be needed, and offered to prepare that for a future meeting given that the July 31 DFA filing deadline is approaching.

DRAFT

Motion	Approve Final FY27 Budget with amendments		
Made by:	De Smet		Councilor Wood-Aye Mayor Pro Tem De Smet - Aye Councilor Bruhn- Aye Councilor Zamora – Absent
Second by:	Bruhn		
Motion carried?	PASSED	FAILED	

C. Approval of Resolution Adopting Final FY27 Budget

Motion	Approval of Resolution Adopting Final FY27 Budget		
Made by:	De Smet		Councilor Wood-Aye Mayor Pro Tem De Smet - Aye Councilor Bruhn- Aye Councilor Zamora - Absent
Second by:	Wood		
Motion carried?	PASSED	FAILED	

5. NEW BUSINESS

A. Review and Possible Action on an Update to the Scope of $4.9 million dollar loan, CWSRF073. (Requested by Mayor Pro Tem De Smet)

Note: This item was moved ahead of Old Business Item 4.B by unanimous vote of the Council.

Andrew Padilla (Prodigy) presented a draft letter to the State (directed to Eric Gardner, NMED) requesting an amendment to the scope of the existing $4.9 million Clean Water System Revolving Fund loan (CWSRF073) to authorize the use of loan proceeds for the purchase and installation of grinder pumps. Roberta Padilla (Prodigy) explained that grinder pumps are currently being replaced at an average rate of approximately 10 per month (some months as high as 20). Costs are being drawn from the Village's separate $859,000 fund. Redirecting some portion of the 0% interest CWSRF loan to cover grinder pump costs — which include materials, panels, and installation — would preserve the $859,000 fund for water-related needs.

Mr. Padilla also reported that he has been in communication with Eric Gardner regarding a related issue at Well #1: oil from the existing pump has created an anoxic zone at the bottom of the well, promoting bacterial growth that is depleting iron, which in turn is causing arsenic levels to increase. The proposed remedy is to replace the existing pump and motor with a submersible pump, eliminating the oil entirely. This work is proposed to be funded from the previously approved $250,000 NMED obligation. A new notice of obligation is expected to be issued for the pump and motor replacement.

Motion	Approve the updated to the Scope of $4.9 million dollar loan, CWSRF073		
Made by:	De Smet		Councilor Wood-Aye Mayor Pro Tem De Smet - Aye Councilor Bruhn- Aye Councilor Zamora - Absent
Second by:	Bruhn		
Motion carried?	PASSED	FAILED	

DRAFT

Special Meeting
07/27/2026 page 5

6. ADJOURNMENT

Mayor Gillespie adjourned the meeting at approximately 12:00 p.m.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF NOVEMBER 2026.

_____
Chris Gillespie, Mayor

(SEAL)

ATTEST:

_____
Megan McCready, Interim Clerk/Administrator

DRAFT