

**MINUTES
VILLAGE OF LOS LUNAS
THURSDAY, JULY 23, 2026**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met Thursday, July 23, 2026 in regular session at 6:00PM. Roll call was taken, and the following were present: Mayor Charles Griego, Councilor Gino Romero, Councilor Christopher Ortiz, Councilor James Runyon, & Councilor Matthew Chavez. The meeting was conducted in person and recorded through TEAMS.

Mayor:	Charles Griego
Mayor Pro Tem:	Christopher Ortiz
Council:	Matthew Chavez James Runyon Gino Romero

Also present were: Gregory Martin, Mykayla Moody, Luis Brown, and Craig Donohue. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

- 1. Recognition of Sandy Schauer for 30 Years of Dedicated Service to the Village of Los Lunas**
- 2. 26-03-R 475 Sand Sage Rd NW Zone Map Amendment (Withdrawn)**
- 3. Memorandum of Agreement (MOA) Refuse Removal Los Lunas School District**
- 4. Resolution 26-12 Final Year End Budget Adjustments – FY 2026**
- 5. Resolution 26-13 Fourth Quarter Financial Report for Period Ending June 30, 2026**
- 6. Resolution 26-14 Fiscal Year 2027 Final Budget**
- 7. Approval of Donation/Disposition of Scott Safety Harnesses and Cylinders**
- 8. Consideration of Records Destruction for the Administration Department, Finance Department, DWI Program and Library Department**
- 9. EXECUTIVE SESSION:**
 - a. Hire Utility Billing Clerk – Utility Billing Division – Finance Department**
 - b. Hire Two (2) DWI Compliance Officers – LDWI Division – Administration Department**
 - c. Hire Code Enforcement Officer – Code Enforcement Division – Community Development Department**
 - d. Hire Technical Support Specialist – Information Technology Department**
 - e. Hire Streets Laborer – Streets Division – Public Works Department**
 - f. Hire Construction/Safety Inspector – Public Works Department**
- 10. APPROVAL OF MINUTES:**
 - a. Minutes from July 9, 2026, Council Meeting**
- 11. ADJOURNMENT.**

• **CALL MEETING TO ORDER.**

At 6:00PM, Mayor Griego brought the meeting to order and welcomed the audience.

• **PLEDGE OF ALLEGIANCE.**

Mayor Griego asked Sandy Schauer to lead the Council and TEAMS participants in the Pledge of Allegiance.

• **PUBLIC INPUT FORUM.**

Mayor Griego asked the audience if there was anyone who wanted to address the council that did not have an item on the agenda – there were none.

1. Recognition of Sandy Schauer for 30 Years of Dedicated Service to the Village of Los Lunas

Mayor Griego recognized Sandy Shauer for her 30 years of dedicated service to the Village of Los Lunas and presented her with a commemorative plaque in appreciation of her contributions to the community.

Mayor Griego highlighted Ms. Shauer's longstanding commitment to the Village through her work producing the Village newsletter, as well as her service on the Library Board and her involvement with local literacy efforts, including programs supporting adult literacy and English as a Second Language. He thanked her for her friendship, professionalism, and lasting impact on the community.

Ms. Shauer reflected on her career, sharing that she began working with the Village approximately 30 years ago alongside former Village Administrator Louie Huning. She explained that together they developed the Village newsletter to provide residents with

important local information that could not always be covered by the local newspaper. Ms. Shauer expressed her appreciation for the support she received from Village staff and residents throughout her career and noted that she was officially retiring from her role.

Members of the Council congratulated Ms. Shauer on her retirement and thanked her for her many years of dedicated service. Council members recognized the value of the Village newsletter in keeping residents informed, praised her professionalism and commitment to the community, and wished her continued success in her retirement.

2. 26-03-R 475 Sand Sage Rd NW Zone Map Amendment (Withdrawn)

Community Development Director **Alex Ochoa** informed the Council that the applicant had withdrawn the request for a Zone Map Amendment for the property located at **475 Sand Sage Road NW**. Mr. Ochoa explained that during staff's review of the property history, it was discovered that the Village's zoning map contained an error. Although the map identified the property as **SU (Special Use)**, the property's correct zoning designation was **M-1 (Light Industrial)**. Since the applicant had requested a rezoning to **M-1**, which was already the property's correct zoning classification, the requested zone change was unnecessary. As the item had been advertised as a public hearing, staff provided the explanation for the withdrawal, and no further action was taken by the Council.

3. Memorandum of Agreement (MOA) Refuse Removal Los Lunas School District

Public Works Director Michael Jaramillo presented a Memorandum of Agreement (MOA) between the Village of Los Lunas and Los Lunas Schools for refuse removal services at all school sites. He explained that the agreement included a modest rate increase based on the Consumer Price Index (CPI), noting that refuse collection rates for both commercial and residential customers had not been increased in approximately 15 years. Mr. Jaramillo stated that rising landfill fees, fuel costs, and other operational expenses made the adjustment necessary to help offset increasing costs while continuing to provide efficient service.

In response to Council questions, Mr. Jaramillo explained that while the proposed rate increase would not fully recover operating costs, it would help support the refuse collection program. He added that staff anticipates evaluating residential rate adjustments in the future as costs continue to rise. He further explained that staff is exploring the future collection of food waste from schools, which would require specialized equipment to safely transport the material in compliance with permit requirements. Council acknowledged the Village's efforts to maintain efficient operations while planning for future program enhancements.

Mayor Griego asked for a recommendation regarding the Memorandum of Agreement Refuse Removal Los Lunas School District

APPROVAL: Motion to approve the MOA with the Los Lunas Schools
MOVED: Councilor Ortiz
SECONDED: Councilor Romero
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

4. Resolution 26-12 Final Year End Budget Adjustments – FY 2026

Finance Director Cheryl Cates presented Resolution 26-12, approving the final year-end budget adjustments for Fiscal Year 2026. Ms. Cates distributed a revised resolution to Council, explaining that updates were necessary due to the delayed posting of utility billing information to the general ledger and the receipt of New Mexico Finance Authority (NMFA) June financial statements, which resulted in additional interest revenue requiring corresponding budget adjustments.

Ms. Cates provided an overview of the revisions across multiple funds, highlighting increases in revenues and expenditures to accurately reflect year-end activity. Significant adjustments included additional gross receipts tax revenue, increased expenditures in the Solid Waste Fund for major vehicle repairs and HVAC replacement, increased recreation expenditures due to expanded programming and instructor costs, infrastructure funding for local street improvements and I-25 lighting repairs, and the expenditure of all Law Enforcement Protection Fund (LEPF) monies in accordance with Department of Finance and Administration requirements. Additional adjustments were made to the Municipal Streets Fund, Local DWI Fund, Cannabis Fund, I-25 Interchange Fund, Impact Fee Fund, Employee Benefit Fund, Firefighter Fund, Cops for Kids Fund, and other special revenue funds to reconcile revenues, expenditures, and fund balances.

During Council discussion, Mayor Griego asked whether the recent increase in gross receipts tax revenue was largely attributable to ongoing construction activity along Los Lunas Boulevard. Ms. Cates responded that construction activity was the primary contributor and noted that future development, including the anticipated Meta project, could significantly increase revenues once construction

begins. Council discussed the potential for future mid-year budget adjustments to address increased revenues and prioritize future capital projects and community needs.

Mayor Griego asked for a recommendation regarding Resolution 26-12

APPROVAL: Motion to approve Resolution 26-12
MOVED: Councilor Runyon
SECONDED: Councilor Romero
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

5. Resolution 26-13 Fourth Quarter Financial Report for Period Ending June 30, 2026

Finance Director Cheryl Cates presented Resolution 26-13, the Fourth Quarter Financial Report for the period ending June 30, 2026. Ms. Cates explained that the report represented the year-end financial report for Fiscal Year 2026 and noted that the complete financial statements had been provided in the Council packet for review. She did not provide a formal presentation, as the report had been substantially covered during the discussion of the final year-end budget adjustments, but invited Council to ask any questions.

During discussion, Council inquired about the implementation of the Village's new financial software system. Ms. Cates reported that the system was operational but had experienced some expected conversion issues. She stated that staff, along with the software vendor, continued working diligently to resolve those issues and ensure the system functioned properly. Council acknowledged the progress made with the implementation and expressed appreciation for the Finance Department's efforts.

Mayor Griego asked for a recommendation regarding Resolution 26-13

APPROVAL: Motion to approve Resolution 26-13
MOVED: Councilor Ortiz
SECONDED: Councilor Runyon
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

6. Resolution 26-14 Fiscal Year 2027 Final Budget

Finance Director Cheryl Cates presented Resolution 26-14, adopting the Fiscal Year 2027 Final Budget for the Village of Los Lunas. Ms. Cates reviewed the proposed budget, noting that projected revenues totaled \$252,747,853, an increase of approximately \$1.28 million from the interim budget, while projected expenditures totaled \$210,622,934. She explained that the changes reflected updated revenue projections, carryover projects from the previous fiscal year, grant awards, and adjustments based on revised funding information.

Ms. Cates highlighted several notable budget revisions, including carryover funding for water and sewer capital projects, the administration building, and MBR cassette improvements. Additional adjustments included increased Solid Waste expenditures, the removal of the New Mexico 6 and Sand Sage project and its corresponding General Fund transfer from the Local LIDA Fund, revised state funding for the Law Enforcement Protection Fund and Local DWI Fund, and carryover funding for the I-25 Interchange and Impact Fee funds. She also discussed park improvement funding, including carryover funding for River Park, a new Economic Development Trails Grant, and continued funding for the Los Cerritos Park project.

During Council discussion, members inquired about the status of several capital improvement projects. Staff reported that work on the Los Cerritos Park project had recently begun and was expected to take approximately three to six months to complete, while River Park improvements would continue as funding and project timelines allowed. Council also asked about the status of the Middle Rio Grande Conservancy District agreement related to the River Park trail improvements. Staff explained that the Conservancy District had approved the proposed trail improvements but requested that certain work be delayed until the end of the irrigation season. Additional discussion addressed ongoing water and sewer infrastructure projects and anticipated future needs as development continues throughout the Village

Mayor Griego asked for a recommendation regarding Resolution 26-14

APPROVAL: Motion to approve Resolution 26-14
MOVED: Councilor Romero
SECONDED: Councilor Ortiz
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

7. Approval of Donation/Disposition of Scott Safety Harnesses and Cylinders

Fire Chief John Gabaldon presented a request for approval to donate surplus Scott Self-Contained Breathing Apparatus (SCBA) harnesses and cylinders. Chief Gabaldon explained that the equipment had been purchased approximately ten years ago through a grant with a 50 percent local match at a total cost of \$57,037.50. Since the Fire Department has upgraded to newer SCBA equipment, the older units are no longer in service.

Chief Gabaldon stated that the department has 26 SCBA packs, and, if approved, 10 packs would be donated to another fire department where they could continue to be used effectively rather than being disposed of. Council discussed the location of the recipient department and recognized that the equipment would benefit a growing community. Council expressed support for donating the surplus equipment so it could continue to serve public safety purposes instead of remaining unused.

Mayor Griego asked for a recommendation regarding the Donation of the Scott Safety Harnesses and Cylinders

APPROVAL: Motion to approve the Donation of the Harnesses and Cylinders
MOVED: Councilor Runyon
SECONDED: Councilor Chavez
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

8. Consideration of Records Destruction for the Administration Department, Finance Department, DWI Program and Library Department

Deputy Clerk Mykayla Moody presented the quarterly request for authorization to destroy records that have met or exceeded the required retention periods established by the New Mexico Records Retention Schedule.

Ms. Moody provided an overview of the records included in the request, which consisted of records from four departments. The Administration Department records included Council meeting and workshop recordings, Inspection of Public Records Act (IPRA) request files, special election records, and historical agendas and agenda packets. The Finance Department records included accounts payable records, purchasing records, employment applications, and other financial and administrative records that had satisfied their required retention periods.

The DWI Program records included eligible client files, grant records and supporting documentation, treatment records, and historical receipt books that had fulfilled the applicable retention requirements. The Library Department requested authorization to destroy eligible purchasing invoice records.

Ms. Moody explained that each department had reviewed its records, and she had also verified the records to ensure they met the applicable retention requirements prior to recommending destruction. She noted that this was part of the Village's ongoing records management process to ensure compliance with state retention requirements.

During discussion, Council inquired whether records would eventually become fully electronic or whether certain records would continue to require physical retention. Ms. Moody explained that while many records are maintained electronically, some documents, such as ordinances, agendas, and other official records, are still required to be retained in hard copy for archival purposes.

Mayor Griego asked for a recommendation regarding the destruction of records for the Administration Department, the Finance Department, the DWI Program, and the Library Department.

APPROVAL: Motion to approve the requested destruction of records
MOVED: Councilor Ortiz
SECONDED: Councilor Romero
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

9. *Executive Session.*

Mayor Griego requested a motion from the Council to enter into executive session pursuant to NMSA 1978, Section 10-15-1(H), for discussion of matters authorized to be considered in a closed session. 6:46PM

APPROVAL: Motion to enter into executive session
MOVED: Councilor Romero
SECONDED: Councilor Runyon
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

At 7:34PM, Mayor Griego requested a motion from the Council to reconvene the meeting following executive session discussion.

APPROVAL: Motion to reconvene regular session
MOVED: Councilor Runyon
SECONDED: Councilor Chavez
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of a Utility Billing Clerk – Mayor Griego recommended Marissa Rojas

APPROVAL: Motion to approve the hiring of Marissa Rojas
MOVED: Councilor Ortiz
SECONDED: Councilor Romero
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of Two (2) DWI Compliance Officers – Mayor Griego’s first recommendation: Destiny Romero

APPROVAL: Motion to approve the hiring of Joshua Ortiz
MOVED: Councilor Romero
SECONDED: Councilor Runyon
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of Two (2) DWI Compliance Officers – Mayor Griego’ second recommendation: Joshua Anzures

APPROVAL: Motion to approve the hiring of Joshua Anzures
MOVED: Councilor Runyon
SECONDED: Councilor Ortiz
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of a Code Enforcement Officer – Mayor Griego recommended Jenae Wolfram

APPROVAL: Motion to approve the hiring of Jenae Wolfram
MOVED: Councilor Runyon
SECONDED: Councilor Ortiz
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of a Technical Support Specialist – Mayor Griego recommended Mercades Long

APPROVAL: Motion to approve the hiring of Mercades Long
MOVED: Councilor Chavez
SECONDED: Councilor Runyon
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of Two (2) Streets Laborers – Mayor Griego’s first recommendation: Emmanuel Chavarria

APPROVAL: Motion to approve the hiring of Emmanuel Chavarria
MOVED: Councilor Chavez
SECONDED: Councilor Ortiz
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of Two (2) Streets Laborers – Mayor Griego’s second recommendation: Luis Ramirez

APPROVAL: Motion to approve the hiring of Luis Ramirez
MOVED: Councilor Runyon
SECONDED: Councilor Chavez
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

Regarding the hiring of a Construction/Safety Inspector – Mayor Griego recommended Carlos Perea

APPROVAL: Motion to approve the hiring of Carlos Perea
MOVED: Councilor Chavez
SECONDED: Councilor Runyon
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

10. MINUTES

Mayor Griego asked if there were any amendments/corrections to the July 9, 2026 Council Meeting minutes – there were none.

APPROVAL: Motion to approve the July 9, 2026 Council Meeting minutes
MOVED: Councilor Ortiz
SECONDED: Councilor Chavez
CARRIED: Motion passed on a vote of **4 FOR (Councilor Romero – yes; Councilor Runyon – yes; Councilor Chavez – yes; Councilor Ortiz – yes) AND 0 AGAINST.**

11. ADJOURNMENT.

Council meeting adjourned at 7:37PM.

Gregory D. Martin, Village Administrator

Charles Griego, Mayor