

**Minutes  
Special Meeting  
March 7, 2023**

The Village of Capitan Board of Trustees met in a Special Meeting on Tuesday, March 7, 2023 at the Village Hall in Capitan, New Mexico at 5:30 PM.

Mayor Lowrance called the meeting to order at 5:30 PM.

**Roll Call:** Mayor Lowrance – present, Trustee Kearns – present, Trustee Shearer – present, Trustee Fraley – present, Trustee Hair – present. Al Cavazos – Village Clerk, Angela Autrey –Deputy Clerk/ Administrative Assistant, , Randy Spear – Police Chief, and Zach Cook – Village Attorney were also present. A list of others in attendance is attached.

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

Trustee Kerns made a motion to Approve the Agenda. Trustee Hair seconded the motion.

**Discussion:** There was no discussion of this item.

**Roll Call:** All were in favor, the motion carried.

**Item #2 on the Agenda: Public Input. (2 Minute Limit per Speaker).**

There were no public comments.

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

Trustee Hair had no comments.

Trustee Kearns had no comments.

Trustee Shearer just hoped for a quick meeting because she needed to get back to Santa Fe that evening.

Trustee Fraley had no comment.

Mayor Lowrance had no comment.

**Item #4 on the Agenda :Discussion/Action Approval of the Minutes – Special Trustee Meeting – February 28,2023.**

Trustee Hair made a motion to approve this item. Trustee Shearer seconded the motion.

Discussion: There was no discussion of this item.

Roll Call: All were in favor, the motion past.

**Item #5 on the Agenda: Discussion – Adopt Resolution 2023-11 and Proclamation Approving a Statewide Inter-Local Option District Transfers of Liquor Licenses into the Incorporated area of the Village of Capitan**

It was verified by the Deputy Clerk Angela Autrey that they had received the petitions requesting that the Village conduct a Special Election on the question allowing inter-local transfers of liquor licenses into the Village of Capitan. She verified that they had in fact received at least 5% of the registered qualified electors of the Village of Capitan. Shannan Hemphill then also verified that they had been able to obtain a date to hold the special election and that they would make it work even though the other school election would already be going and should be finishing. The date for this special election will be on June

6<sup>th</sup>. The Attorney Mr. Rhodes mentioned that we should in fact actually hold it sooner, but that he was very impressed with how well everyone worked with them and how fast everything got verified that He really wasn't going to make an issue of this. He appreciated everyone's hard work.

Trustee Shearer made a motion to approve the above item. Trustee hair seconded the motion.

**Discussion:** There was no discussion of this item.

**Roll Call:** All were in favor, the motion carried

**Item #6 on the Agenda: Discussion/Action – Presentation by Karl Pennock- Accept Water Rate Study Report and Recommendations Subject to Rate Modifications.**

Karl made a revision to the water and the sewer. He took the feed-back from the Trustees. He averaged \$5. Per month for the standard residential customer, and that customer would have average water use of 3000 gal per month during those winter months Dec. through Feb. He is building off of a rate option trade as guided and the this would be a \$17.00 base charge for the sewer. And then there would be a flat \$1.00 commodity charge per 1000. Gals. He made an option and is calling it the Village Trustee option. This would be for a standard residential connection. Standard residential usage. With a \$17.00 + the 3 x 1 give us a \$20.00 average charge for these customers for sewer. Trustee Kearns asked what happens if a person then uses more than 3000 gals? Karl answered, they would take the average for the winter month period and then that would be the charge throughout the year. We are trading an average use and using that lowest charge for the entire year. There is an opportunity for the customer to lower the rate. The Mayor asked if this would help us get out of trouble with us getting grants and loans when we apply. Karl says that it depends. He does think that it will help splitting the funds and help with our debt coverage ratio and it is putting us in a much better place than now. Karl suggest that we should keep our Ordinance that keeps our slight raise every year with the CPI. That way it isn't a huge shock and we stay in compliance However, we will need to keep an eye on these rate increases for the next couple of years. Because of project needs and to keep up with our budgetary needs. Possibly after 2028 we can go back to the CPI. Right now, we need to stabilize our revenue flow. Trustee Shearer asked if they decide to adopt the Trustee option how would the raise percentages be recommended or the next few years. Karl stated that he took Trustees Fraley's point of view and smooth those out over that period. It would be a 6.7 % adjustment over the FY 25 and FY 28 period.

Trustee Fraley Made a Motion to approve the Trustee option for the sewer with rate option three of the Water Rate Study Proposal. Trustee Shearer Seconded the Motion.

**Discussion:** There was no discussion of this item.

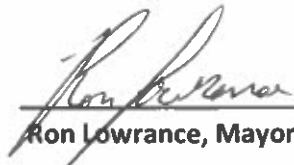
**Roll Call:** All were in favor, the motion past.

**ADJOURNMENT:**

Trustee Hair made a motion to Adjourn. Trustee Fraley seconded the motion.

**Roll Call:** All were in favor, the motion carried.

Mayor Lowrance adjourned the meeting at 6:05 PM.

  
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Ron Lowrance, Mayor, Village of Capitán

**Attest:**

  
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Al Cavazos, Village Clerk

