



**THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

**MONDAY, JUNE 27, 2022 – 6:00 PM**

**AGENDA**

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL & DETERMINATION OF A QUORUM**
- 3. CHANGES TO THE AGENDA & APPROVAL**
- 4. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.**
- 5. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk \*)**
  - a) \*BOT MINUTES - Minutes of Regular Meeting, June 13, 2022**
- 6. STAFF REPORTS**
  - a) Acceptance of Credit Cards and Electronic Transfers Policy & Procedures – Rani Bush**
- 7. NEW BUSINESS**
  - a) For Approval: Acceptance of Credit Cards and Electronic Transfers Policy & Procedures**
  - b) For Approval: Resolution 2022-07 South Central Council of Governments Participation for Fiscal Year 2022-2023**
  - c) For Discussion/Approval: Summer Recreation Salaries**
- 8. BOARD OF TRUSTEE COMMITTEE REPORTS**
- 9. BOARD OF TRUSTEE/STAFF COMMENTS**
- 10. ADJOURNMENT**

**NOTICE**

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least one week prior to the meeting. The Mayor and Trustees request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Board Room to respond to or to conduct a phone conversation. A copy of the agenda packet can be found online at [www.mesillanm.gov](http://www.mesillanm.gov).

Posted 6.24.2022 online and at the following locations: Town Clerk's Office 2231 Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Shorty's Food Mart 2290 Avenida de Mesilla, Ristrammn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



**BOARD OF TRUSTEES (BOT)**

**TOWN OF MESILLA**

**REGULAR MEETING**

**MONDAY, JUNE 13, 2022**

**6:00 PM**

**MINUTES**

**TRUSTEES:** Nora Barraza, Mayor  
Stephanie Johnson-Burick, Mayor Pro Tem  
Biviana Cadena, Trustee  
Veronica Garcia, Trustee  
Adrianna Merrick, Trustee

**STAFF:** Rani Bush, Town Clerk/Treasurer  
Kevin Hoban, Fire Chief  
Rod McGillivray, Public Works Director  
Enrique Salas, Marshal  
Gloria Maya, Recorder

**PUBLIC:** Gilbert Chavez Eric Madrid  
Oscar Luevano Derek Telles  
Faustino Hernandez Les Williamson  
S Krueger G Whited  
C Whited

**1. PLEDGE OF ALLEGIANCE**

Mayor Barraza led the Pledge of Allegiance.

**2. ROLL CALL & DETERMINATION OF A QUORUM**

**Roll Call.**

**Present:** Mayor Barraza, Mayor Pro Tem Johnson-Burick, Trustee Cadena, Trustee Garcia, Trustee Merrick.

**3. CHANGES TO THE AGENDA & APPROVAL**

**Motion: To approve agenda, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

Trustee Garcia asked to remove PZHAC Case #061376 for further discussion.

Mayor Barraza responded that will need to be discussed upon approval of consent agenda.

**Roll Call Vote:** Motion passed (**summary:** Yes =4).

Mayor Pro Tem Johnson-Burick Yes

Trustee Cadena Yes

1 Trustee Garcia Yes  
2 Trustee Merrick Yes

3  
4 **4. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.**

5 Ms. Kruger asked the board remove BL #0986 due to requirement concerns. She asked the mayor to respond,  
6 by email, regarding the zoning of a property addressed in her appeal.

7  
8 **5. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the**  
9 **following items of recurring or routine business. The Consent Agenda is marked with an asterisk \*)**

10 Mayor Barraza asked Ms. Bush to give an overview.

11  
12 Ms. Bush stated case was reviewed by PZHAC on April 4<sup>th</sup>, approved by PZHAC on May 2<sup>nd</sup>. A Public  
13 Hearing was advertised, the agenda had it under New Business not as a Public Hearing.

14  
15 Mayor Barraza asked if there was a separate posting for the Public Hearing and was a Public Hearing held at  
16 the May 2<sup>nd</sup> meeting.

17  
18 Ms. Bush responded Public Hearing was a separate posting. The Public Hearing was not held but the PZHAC  
19 voted and approved the case.

20  
21 Mayor Barraza stated she was told a Public Hearing was held but the minutes do not indicate there was a  
22 hearing. The case will need to go through the process which is back to the PZHAC and then to the Board of  
23 Trustees for approval. Requested PZHAC Case #061376 be removed from the consent agenda.

24  
25 Mayor Pro Tem Johnson-Burick asked for clarification regarding BL #0986.

26  
27 Mayor Barraza responded reviewed the documents regarding irrigation for the properties.

28  
29 Trustee Cadena stated receiving information just before a meeting does not give them time to do research or  
30 ask questions.

31  
32 Mayor Barraza stated we just received the documentation which she has provided.

33  
34 Trustee Cadena stated these kinds of items if they meet and are consistent with the ordinances should be  
35 passed. We need to ensure the requirements are met especially regarding Cannabis ordinance since it is new.  
36 She understands this item has met state requirements.

37  
38 Mayor Barraza responded this applicant has gone through the Architectural Style Committee and PZHAC.  
39 Mr. Padilla has assured her that all documentation has been submitted. The applicant must apply with the state  
40 before applying with Mesilla.

41  
42 **Motion: To approve consent agenda as amended, Moved by Mayor Pro Tem Johnson-Burick, Seconded**  
43 **by Trustee Garcia.**

44  
45 Trustee Garcia asked that documents for BL #0987 be attached to the minutes.

46  
47 Mayor Barraza reviewed the documents included in the board packets for BL #0986 and will provide the  
48 irrigation documentation just received.

1  
2 Mayor Pro Tem Johnson-Burick corrected the time on the May 31<sup>st</sup> Special Meeting minutes; should read  
3 12:00 a.m.

4  
5 **Roll Call Vote:** Motion passed (**summary:** Yes =4).

6 Mayor Pro Tem Johnson-Burick Yes

7 Trustee Cadena Yes

8 Trustee Garcia Yes

9 Trustee Merrick Yes

- 10  
11  
12 a) **\*BOT MINUTES** - Minutes of Budget Work Session, May 18, 2022 *Approved by consent*  
13 *agenda*
- 14 b) **\*BOT MINUTES** - Minutes of Regular Meeting, May 23, 2022 *Approved by consent*  
15 *agenda*
- 16 c) **\*BOT MINUTES** - Minutes of Special Meeting, May 31, 2022 *Approved by consent*
- 17 d) **\* PZHAC Case #061376**– Pappas Williamson seeking for a summary subdivision a Replat  
18 of U.S.R.S. Tract 11A-199 & 11A – 198A within the Town of Mesilla, Dona Ana  
19 County, N.M. in Section 25, T.23S R.1E of U.S.R.S. Surveys (2532 Calle De Norte),  
20 **Zoned: Historical Residential (HR).** *Removed from consent agenda*
- 21 e) **\*PZHAC Case #061384 – 2260 Calle de Santiago** submitted by Bill & Janice Cook to install  
22 rooftop solar system not visible from the street and AC combine panel and data monitoring unit,  
23 production meter and customer generation fusible AC disconnect. **Zoned: Historical**  
24 **Residential (HR)** *Approved by consent agenda*
- 25 f) **\*PZHAC Case #061385 – 2872 Calle San Albino** submitted by Jeffry & Amanda Buras to  
26 repaint house exterior a different color current color is white. **Zoned: Historical Residential**  
27 **(HR)** *Approved by consent agenda*
- 28 g) **\*PZHAC Case #061387 – 2060 Calle de Parian** Submitted by Julienne Hadfield to patch,  
29 repair and repaint windows and door, no color change. **Zoned: Historical Residential (HR)**  
30 *Approved by consent agenda*
- 31 h) **\*BL #0986** – 1395 Snow Rd. submitted by Eric Madrid of Highcienda Growers for a  
32 business license. **Zoned: Rural Farm (RF)** *Approved by consent agenda*
- 33 i) **\*BL #0987** – 1395 Snow Rd. submitted by Eric Madrid of Highcienda Growers for a  
34 Cannabis license. **Zoned: Rural Farm (RF)** *Approved by consent agenda*
- 35 j) **\*BL #0990 – 2710 Boldt St.** submitted by Charles McMahon of Chuck McMahon  
36 Consulting LLC for a business license. **Zoned: Historical Residential (HR)** *Approved by*  
37 *consent agenda*
- 38 k) **\*Sign Permit #061391** – 2101 Calle de Parian submitted by Valerie Segovia for Nambe sale  
39 sign, **Zoned: Historical Commercial (HC)** *Approved by consent agenda*
- 40 l) **\*Sign Permit #061390** – 2011 Avenida de Mesilla submitted by Mickey Balderas of The  
41 Bean to update Logo sign design attached in packet. **Zoned: Historical Commercial (HC)**  
42 *Approved by consent agenda*

## 43 6. STAFF REPORTS

- 44 a) Local Government Road Fund Program – Rod McGillivray

45 Mr. McGillivray gave a report on the Local Government Road Fund status.

46  
47 Mayor Barraza stated the cost for this project, Calle de Cura, is \$114,484; state share is \$86,118 and town  
48 match is \$28,706.

1                   b) NM Tourism Department Cooperative Agreement – Dorothy Sellers

2 Ms. Sellers gave a report on the NM Tourism Department Cooperative Agreement, two to one match, to assist  
3 with social media. Summer Recreation staff recommendations.

4  
5                   **7. NEW BUSINESS**

6                   a) **For Approval:** Resolution 2022-05 Local Government Road Fund Program # HW2 L100525  
7 Calle de Cura

8 **Motion: To approve Resolution 2022-05 Local Government Road Fund Program #HW2 L100525 Calle**  
9 **de Cura, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

10  
11 **Roll Call Vote:** Motion passed (summary: Yes =4).

12 Mayor Pro Tem Johnson-Burick Yes

13 Trustee Cadena Yes

14 Trustee Garcia Yes

15 Trustee Merrick Yes

16  
17                   b) **For Approval:** Resolution 2022-06 Match Waiver Local Government Road Fund Program #  
18 HW2 L100525 Calle de Cura

19 **Motion: To approve Resolution 2022-06 Match Waiver Local Government Road Fund Program #HW2**  
20 **L100525 Calle de Cura, Moved by Trustee Garcia, Seconded by Trustee Merrick.**

21  
22 **Roll Call Vote:** Motion passed (summary: Yes =4).

23 Mayor Pro Tem Johnson-Burick Yes

24 Trustee Cadena Yes

25 Trustee Garcia Yes

26 Trustee Merrick Yes

27  
28                   c) **For Approval:** NM Tourism Department Cooperative Agreement

29 **Motion: To approve NM Tourism Department Cooperative Agreement, Moved by Trustee Garcia,**  
30 **Seconded by Trustee Merrick.**

31  
32 **Roll Call Vote:** Motion passed (summary: Yes =4).

33 Mayor Pro Tem Johnson-Burick Yes

34 Trustee Cadena Yes

35 Trustee Garcia Yes

36 Trustee Merrick Yes

37  
38                   d) **For Approval:** The hiring of three (3) part-time temporary employees for the Summer Recreation  
39 Program

40 Mayor Barraza stated as in previous years El Paso Electric has made its annual donation to the program.

41  
42 **Motion: To approve the hiring of three (3) part-time temporary employees for the Summer Recreation**  
43 **Program, Moved by Trustee Garcia, Seconded by Trustee Merrick.**

44  
45 **Roll Call Vote:** Motion passed (summary: Yes =4).

46 Mayor Pro Tem Johnson-Burick Yes

47 Trustee Cadena Yes

48 Trustee Garcia Yes

49 Trustee Merrick Yes

1 e) **For Approval:** Renew Cooperative Service Field Agreement for Wildlife/Predator Damage  
2 Control

3 **Motion: To approve the Renewal Cooperative Service Field Agreement for Wildlife/Predator Damage**  
4 **Control, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.**

5  
6 **Roll Call Vote:** Motion passed (**summary:** Yes =4).

7 Mayor Pro Tem Johnson-Burick Yes

8 Trustee Cadena Yes

9 Trustee Garcia Yes

10 Trustee Merrick Yes

11  
12 **8. BOARD OF TRUSTEE COMMITTEE REPORTS**

13 Trustee Merrick: Bylaws Policy Meeting, MPO Meeting

14  
15 Mayor Pro Tem Johnson-Burick: MPO Meeting June 8<sup>th</sup>

16  
17 Trustee Garcia: June 10<sup>th</sup> meeting cancelled; next meeting June 22<sup>nd</sup> in Socorro, NM

18  
19 Mayor Barraza: MPO meeting, NMML Director meeting via Zoom, SSCOG meeting June 24<sup>th</sup>, NMML  
20 Policy Committee June 25<sup>th</sup>. She asked trustees to let Ms. Bush know if they will be attending NMML  
21 meeting so she can make reservations.

22  
23 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

24 *(Written staff reports included in packet)*

25 Ms. Bush stated the interim budget (binder) is for their review; no changes except for ending balance. The  
26 budget is a working document. Summer Interns will be working with the Summer Recreation Program (2),  
27 Public Works (1), Finance (2).

28  
29 Trustee Cadena thanked Ms. Bush for all her work with the budget. Public Comments allows residents to  
30 voice concerns. She asked everyone to be careful with water use since water is scarce.

31  
32 Trustee Garcia thanked Mr. McGillivray for his hard work. She asked that an email be sent out to the staff  
33 regarding the Appreciation Luncheon on Thursday, June 23<sup>rd</sup> at Andele's. She will not be able to attend the  
34 June 27<sup>th</sup> Board of Trustees meeting.

35  
36 Mayor Pro Tem Johnson-Burick thanked Ms. Bush. She is not familiar with the Collection Bargaining  
37 Agreement for Mesilla, but some jurisdictions do pay increases are separately. They do not allow COLA  
38 increases to be provided to represented personnel.

39  
40 Trustee Merrick stated the binders make budget review so much easier. She will not be able to attend the June  
41 27<sup>th</sup> meeting. Thanked Mr. McGillivray and Ms. Bush.

42  
43 Mayor Barraza stated the current Collective Bargaining Agreement was approved in 2019; it has not been  
44 renegotiated. She informed Marshal Salas that they can go with the proposed 5% COLA increase and not a  
45 penny more. The attorney has stated the agreement is not even in place.

46  
47 Marshal Salas stated he has been unable to get in contact with the person representing the officers.

1 Mayor Pro Tem Johnson-Burick asked if the officers know they are not being represented.

2

3 Mayor Barraza responded Marshal Salas has informed his officers. We are looking at making a policy that no  
4 one will be allowed to give the board correspondence at a meeting. It will need to be delivered to staff on the  
5 Tuesday before the scheduled meeting.

6

7 Trustee Garcia stated it is hard to write a letter if they do not know what is on the agenda.

8

9 Mayor Barraza stated they will still be allowed to speak during Public Comments. Ms. Krueger had the same  
10 concerns at the PZHAC meeting. She may not be present at the June 27<sup>th</sup> meeting so there may not be a  
11 quorum. She would prefer to postpone the June 27<sup>th</sup> meeting and reconvene on July 11<sup>th</sup> due to the possibility  
12 of not having a quorum.

13

14 **10. ADJOURNMENT**

15 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4).**

16

17 **MEETING ADJOURNED AT 6:39 P.M.**

18

19 **APPROVED THIS 27th DAY OF JUNE, 2022.**

20

21

22

23

\_\_\_\_\_  
**Nora L. Barraza**  
**Mayor**

24

25

26 **ATTEST:**

27

28

29

\_\_\_\_\_  
**Rani Bush**  
**Town Clerk/Treasurer**

30

31

32

Business Licenses  
# 0986 & 0987  
Water Rights  
Paperwork



Report: mtr\_readings  
Period: 2020 to 2022

STATE ENGINEER OFFICE  
METER READING REPORT  
File Number: LRG 12135

Date: 05/18/2022  
Time: 08:23:39

Owner: MARY ANN LUEVANO  
Owner: OSCAR A LUEVANO

	File Number	Use	3 Yr Div
Spread on 5.320 Acres	LRG 12135	IRR	

----- DIVERSION METER -----

Well_File_Nbr: LRG 12135	Mtr_Rec_Nbr: 9571
Grnd_Wtr_Src: S	Percent_Shallow: 100
Mtr_Serial_Nbr: 04-4-1218	Mtr_Make: MCCROMETER
Number_of_Dials: 6	Mtr_Multiplier: 100
Unit_of_Measure: GALS Gallons	Type: D
Usage_Multiplier:	Return_Flow_Percent:

Another Water Right may be sharing LRG 12135, usage may be Pro-Rated!!! >

METER READINGS

Read Date	Year	Mtr_Reading	Flag	Rdr	Comments	Mtr_Amount	YTD_Amount
03/08/2021	2020	560663.000	A	cb	BLITZ	3.405	3.405
05/18/2022	2021	563201.000	A	cb	WALK IN	0.779	0.779
Total Metered Amount --->							4.184

Mike A. Hamman, P.E.  
STATE ENGINEER



District 4 Office  
1680 Hickory Loop Suite J  
Las Cruces, NM 88005-6598  
Phone: (575) 524-6161  
Fax: (575) 524-6160

**STATE OF NEW MEXICO**  
**OFFICE OF THE STATE ENGINEER**  
Las Cruces Office  
1680 HICKORY LOOP, SUITE J  
LAS CRUCES, NM 88005

Mike A. Hamman, P.E.  
State Engineer

Trn Nbr: 724102  
File Nbr: LRG 09909

Apr. 19, 2022

OSCAR A LUEVANO AND MARY ANN LUEVANO  
1395 SNOW RD  
LAS CRUCES, NM 88005

Greetings:

Enclosed is one original copy of a Change of Ownership of a Water Right submitted to this office for filing. This Change of Ownership is accepted for filing in accordance with Section 72-1-2.1, NMSA 1978 (1996 Supp.), effective May 15, 1996. The acceptance by the State Engineer Office does not constitute validation of the right claimed.

According to Section 72-1-2.1, NMSA 1978 (1996 Supp.), you must record this Change of Ownership with the clerk of the county in which the water is located. The filing shall be public notice of the existence and contents of the instruments so recorded.

Sincerely,

A handwritten signature in blue ink, appearing to read "Liliana Gallegos".

Liliana Gallegos  
(575)524-6161

Enclosure

chngowrc

4-25-2916

File No.: LRG-9909



# NEW MEXICO OFFICE OF THE STATE ENGINEER



CHANGE OF OWNERSHIP OF 72-12-1 PERMIT FOR (check one):

<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Corporation
<input type="checkbox"/> Trustee	<input type="checkbox"/> Partnership
<input type="checkbox"/> Estate	<input type="checkbox"/> Limited Liability Co.
<input type="checkbox"/> Tribes, Pueblos, Nation	<input type="checkbox"/> Governmental Entity

### 1. OWNER OF RECORD (Seller)

Name: DANIEL A. ROMANELLI	Name: LAURA C. ROMANELLI
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell
Phone (Work):	Phone (Work):
a. Owner of Record File No.: LRG-9909	b. Sub-file No.: c. Cause No.:

### 2. NEW OWNER (Buyer) Note: If more owners need to be listed, attach a separate sheet. Attached? Yes

Name: OSCAR A. LUEVANO	Name: MARY ANN LUEVANO
Contact or Agent: <input type="checkbox"/> check here if Agent <input type="checkbox"/>	Contact or Agent: <input type="checkbox"/> check here if Agent <input type="checkbox"/>
Mailing Address: 1395 SNOW RD	Mailing Address:
City: LAS CRUCES	City:
State: NM Zip Code: 88005	State: Zip Code:
Phone: 575-680-0303 <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell
Phone (Work):	Phone (Work):
E-mail (optional): Maryann@glitz.edu	E-mail (optional):

RECEIVED  
2022 APR 19 AM 7:01  
STATE ENGINEER'S OFFICE  
LAS CRUCES, NEW MEXICO

Required: Submit warranty deed(s) or other instrument(s) of conveyance properly recorded with the county clerk's office.

### 3. PURPOSE OF USE & AMOUNT CONVEYED

Check all that apply: <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Livestock <input type="checkbox"/> Multiple House <input type="checkbox"/> Drinking & Sanitary	Amount of Water (acre-feet per annum):
---	--

### 4. LIST ALL KNOWN WELLS (POD) FOR THE 72-12-1 PERMIT CONVEYED

OSE POD No.:	Well Tag ID No.: (if applicable)	Subdivision	Section or X (Easting or Longitude)	Township or Y (Northing or Latitude)	Range	County
LRG-9909			26	235	01E	DA

### 5. CHECK HERE IF WELL IS SHARED BY MULTIPLE HOUSEHOLDS:

Note: Attach an updated list of lots served and owner contact information.

FOR OSE INTERNAL USE		Change of Ownership, Form wr-02d, Rev 10/21/19	
File No.: LRG-9909	Trn. No.: 724102	Well Tag ID No. (if applicable):	
Trans Desc. (optional):		Sub-Basin: URN	Receipt No.: 4-252916

3

**6. ADDITIONAL STATEMENTS OR EXPLANATIONS**

**ACKNOWLEDGEMENT FOR INDIVIDUAL**

I, We (name of owner(s)), OSCAR A. LUEVANO Mary Ann Luevano  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief,

[Signature]  
Signature

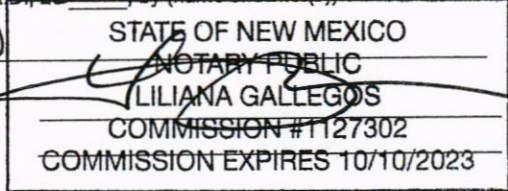
[Signature]  
Signature

State of New Mexico )  
 County of Dona Ana )  
ss.

This instrument was acknowledged before me this 19<sup>th</sup> day of April A.D., 2022, by (name of owner(s)):

OSCAR A. LUEVANO AND MARY ANN LUEVANO

Notary Public:  
 My commission expires:



**ACKNOWLEDGEMENT FOR CORPORATION**

I, We (name of owner(s)), \_\_\_\_\_  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Signature

State of \_\_\_\_\_ )  
 County of \_\_\_\_\_ )  
ss.

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_, by the following on behalf of said corporation.

Name of Officer: \_\_\_\_\_

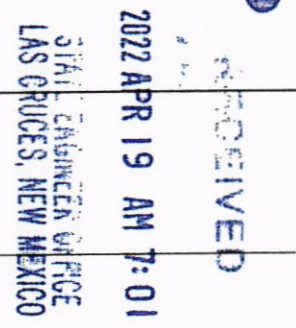
Title of Officer: \_\_\_\_\_

Name of Corporation Acknowledging: \_\_\_\_\_

State of Corporation: \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



**FOR OSE INTERNAL USE**

Change of Ownership, Form wr-02d, Rev 10/21/19

File No.: <u>WLG-09909</u>	Trn. No.: <u>724102</u>	Well Tag ID No. (if applicable):
Trans Desc. (optional):	Sub-Basin: <u>LRN</u>	Receipt No.: <u>4-25294</u>

Mike A. Hamman, P.E.  
STATE ENGINEER



District 4 Office  
1680 Hickory Loop Suite J  
Las Cruces, NM 88005-6598  
Phone: (575) 524-6161  
Fax: (575) 524-6160

**STATE OF NEW MEXICO**  
**OFFICE OF THE STATE ENGINEER**

Trn Nbr: 724153  
File Nbr: LRG 12135

April 21, 2022

OSCAR A LUEVANO AND MARY ANN LUEVANO  
1395 SNOW RD  
LAS CRUCES, NM 88005

Greetings:

Enclosed is one original copy of a Change of Ownership of a Water Right submitted to this office for filing. This Change of Ownership is accepted for filing in accordance with Section 72-1-2.1, NMSA 1978 (1996 Supp.), effective May 15, 1996. The acceptance by the State Engineer Office does not constitute validation of the right claimed.

According to Section 72-1-2.1, NMSA 1978 (1996 Supp.), you must record this Change of Ownership with the clerk of the county in which the water is located. The filing shall be public notice of the existence and contents of the instruments so recorded.

The Conditions of Approval of your permit require that your well(s) be metered and that meter readings be submitted to this office in writing. If you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Liliana Gallegos".

Liliana Gallegos  
(575)524-6161

Enclosure

mtrown\_req

4-25296

File No.: LRG-12135



# NEW MEXICO OFFICE OF THE STATE ENGINEER

CHANGE OF OWNERSHIP OF WATER RIGHT (NON-72-12-1) FOR (check one):



Important: Acceptance of the form for filing by the State Engineer does not constitute verification of the right conveyed.

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation
<input type="checkbox"/> Trustee	<input type="checkbox"/> Partnership
<input type="checkbox"/> Estate	<input type="checkbox"/> Limited Liability Co.
<input type="checkbox"/> Tribes, Pueblos, Nation	<input type="checkbox"/> Governmental Entity

### 1. OWNER OF RECORD (Seller)

Name: DANIEL A. ROMANELLI	Name: LAURA C. ROMANELLI	RECEIVED 2022 APR 19 AM 7:00 DIGITAL FILING OFFICE LAS CRUCES, NEW MEXICO
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell Phone (Work):	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell Phone (Work):	
a. Owner of Record File No.:	b. Sub-file No.:	

### 2. NEW OWNER (Buyer) Note: If more owners need to be listed, attach a separate sheet. Attached? Yes

Name: OSCAR A. LUEVANO	Name: MARY ANN LUEVANO
Contact or Agent: <input type="checkbox"/> check here if Agent	Contact or Agent: <input type="checkbox"/> check here if Agent
Mailing Address: 1395 SNOW ROAD	Mailing Address:
City: LAS CRUCES	City:
State: NM Zip Code: 88005	State: Zip Code:
Phone: 575-680-0303 <input type="checkbox"/> Home <input checked="" type="checkbox"/> Cell Phone (Work):	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell Phone (Work):
E-mail (optional): Maryann@glitz.edu	E-mail (optional):

Required: Submit warranty deed(s) or other instrument(s) of conveyance properly recorded with the county clerk's office.

### 3. PURPOSE OF USE & AMOUNT CONVEYED

Check all that apply: <input type="checkbox"/> Domestic <input type="checkbox"/> Industrial <input type="checkbox"/> Livestock <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Irrigation <input type="checkbox"/> Other Uses (specify): _____ <input type="checkbox"/> Municipal	Amount of Water (acre-feet per annum): If more details are needed, type "See Comments" in "Other" field below, and explain in Additional Statements Section.  Diversion: <u>23.94</u> Consumptive Use: _____ Other (include units): _____
Owner of record has conveyed all or part of said right (please check one) <input checked="" type="checkbox"/> All <input type="checkbox"/> Part	

FOR OSE INTERNAL USE

Change of Ownership, Form wr-02, Rev 10/21/19

File No.: LRG-12135	Trn. No.: <u>724153</u>	Well Tag ID No.: (if applicable):
Trans Desc. (optional):	Sub-Basin: <u>LEN</u>	Receipt No.: <u>4-25296</u>

6

**4. LIST ALL KNOWN POINT(S) OF DIVERSION (POD) FOR THE WATER RIGHT CONVEYED**

OSE POD No.:	Well Tag ID No.:	Subdivision and/or Lat/Long or Easting/Northing	Section	Township	Range
LRG-12135		X= 1,464,641 Y= 466,196	26	23S	01E

Check all that apply:  Well  Pump  Ditch Name \_\_\_\_\_  River Course \_\_\_\_\_

**5. PLACE(S) OF USE (list each individually)**

a. 5.32 Acres of Irrigated Land Described as Follows (applicable to irrigation use only):

b. Legally Described By:	c.	d.	e.	f.	g.
<input checked="" type="checkbox"/> Public Land Survey System (PLSS) <input type="checkbox"/> Hydrographic Survey Report or Map <input type="checkbox"/> Irrigation or Conservation District Map <input type="checkbox"/> Subdivision  PLSS Quarters or Halves, <u>and/or</u> Name of Hydrographic Survey or District, <u>and/or</u> Name and County of Subdivision	PLSS Section <u>and/or</u> Map No. <u>and/or</u> Lot No.	PLSS Township <u>and/or</u> Tract No. (Please list each tract individually) <u>and/or</u> Block No.	PLSS Range	Acres	Priority
SW1/4 NW1/4	26	23S	01E	5.32	12/31/1938

h. Other description relating place of use to common landmarks, streets, or other:  
DAC Parcel R0401168

i. Place of use is located in the following counties:  
Dona Ana

j. Place of use is on land owned by:  
Luevano

k. Are there other sources of water for these lands? No  Yes  If yes, describe by OSE file number: EBID SP-08

**Note: If on Federal or State Land, please provide copy of lease**

**6. ADDITIONAL STATEMENTS OR EXPLANATIONS**

FOR OSE INTERNAL USE		Change of Ownership, Form wr-02, Rev 10/21/19	
File No.: <u>LRG-12135</u>	Trn. No.: <u>724153</u>	Well Tag ID No. (if applicable):	
Trans Desc. (optional):		Sub-Basin: <u>LRN</u>	Receipt No.: <u>4-25294</u>

6. ADDITIONAL STATEMENTS OR EXPLANATIONS

[Empty box for additional statements or explanations]

ACKNOWLEDGEMENT FOR INDIVIDUAL

I, We (name of owner(s)), Oscar A. LUEVANO Mary Ann Luevano  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

[Signature]  
Signature

[Signature]  
Signature

State of New Mexico )  
County of Dona Ana )  
ss.

This instrument was acknowledged before me this 19th day of April A.D., 2022, by (name of owner(s)):

OSCAR A. LUEVANO AND MARY ANN LUEVANO

Notary Public:  
My commission expires:

[Signature]  
STATE OF NEW MEXICO  
NOTARY PUBLIC  
LILIANA GALLEGOS  
COMMISSION #1127302  
COMMISSION EXPIRES 10/10/2023

ACKNOWLEDGEMENT FOR CORPORATION

I, We (name of owner(s)), \_\_\_\_\_  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

\_\_\_\_\_  
Officer Signature  
State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )  
ss.

\_\_\_\_\_  
Officer Signature

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_, by the following on behalf of said corporation.

Name of Officer: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Name of Corporation Acknowledging: \_\_\_\_\_

State of Corporation: \_\_\_\_\_

Notary Public: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

RECEIVED  
2022 APR 19 AM 7:00  
STATE OF NEW MEXICO  
LAS CRUCES, NEW MEXICO

FOR OSE INTERNAL USE

Change of Ownership, Form wr-02d, Rev 10/21/19

File No.: <u>LRG-12135</u>	Trn. No.: <u>724153</u>	Well Tag ID No. (if applicable):
Trans Desc. (optional):	Sub-Basin: <u>CRN</u>	Receipt No.: <u>4-25296</u>



**Town of Mesilla Fiscal Year  
Gross Receipts Tax**

<b>FY 21-22</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
<b>Munic. Share - State GRS Tax</b>	\$42,759	\$52,755	\$56,121	\$55,372	\$50,951	\$59,206	\$55,966	\$71,189	\$53,585	\$52,722	\$60,780	\$63,175	<b>\$674,581</b>
<b>Munic. GRT 650 (FOOD MED) - 650</b>	\$427	\$1,168	\$138	\$189	\$4,576	\$301	\$170	\$2,141	\$1,390	\$718	\$1,072	\$1,312	<b>\$13,602</b>
<b>Munic. Infra-Structure GRS - 645</b>	\$84	\$231	\$27	\$37	\$90	\$59	\$34	\$423	\$275	\$142	\$211	\$259	<b>\$1,872</b>
<b>Munic. Capital Outlay - 635</b>	\$84	\$231	\$27	\$37	\$90	\$59	\$67	\$423	\$275	\$142	\$211	\$259	<b>\$1,905</b>
<b>Munic. Environmental GRS -630</b>	\$21	\$58	\$7	\$9	\$22	\$15	\$8	\$105	\$68	\$35	\$52	\$65	<b>\$466</b>
<b>Munic. GRT-R 602</b>	\$9,225	\$11,967	\$13,204	\$13,042	\$11,650	\$14,148	\$13,224	\$17,193	\$12,184	\$12,124	\$14,419	\$15,068	<b>\$157,447</b>
<b>Munic. GRT 601</b>	\$45,110	\$55,619	\$60,363	\$59,740	\$54,405	\$63,979	\$60,438	\$75,653	\$56,451	\$56,221	\$68,106	\$70,592	<b>\$726,677</b>
<b>ITG (Interstate Telecom)</b>	\$7	\$7	\$35	\$37	\$41	\$78	\$63	\$62	\$56	\$52	\$49	\$57	<b>\$545</b>
<b>CMP TAX</b>			\$501	\$148	\$223	\$1,014	\$387	\$718	\$336	\$637	\$413	\$2,516	<b>\$6,892</b>
<b>H.B. 6 - Internet Sales</b>	\$4,031	\$4,031	\$0	\$0	\$0	-	-	-	-	-	-	-	<b>\$8,063</b>
<b>*Grand Total</b>	<b>\$101,748</b>	<b>\$126,066</b>	<b>\$130,423</b>	<b>\$128,612</b>	<b>\$122,048</b>	<b>\$138,859</b>	<b>\$130,355</b>	<b>\$167,908</b>	<b>\$124,620</b>	<b>\$122,792</b>	<b>145,314</b>	<b>153,304</b>	<b>\$1,592,049</b>
<b>difference over last FY</b>	<b>\$25,715</b>	<b>\$24,788</b>	<b>\$37,752</b>	<b>\$22,018</b>	<b>\$13,472</b>	<b>\$40,176</b>	<b>\$42,802</b>	<b>\$52,437</b>	<b>\$35,022</b>	<b>\$24,444</b>	<b>\$34,861</b>	<b>\$45,711</b>	<b>\$399,197</b>
<b>% over last FY</b>	<b>34%</b>	<b>24%</b>	<b>41%</b>	<b>21%</b>	<b>12%</b>	<b>41%</b>	<b>49%</b>	<b>45%</b>	<b>39%</b>	<b>25%</b>	<b>32%</b>	<b>42%</b>	<b>33%</b>

**Town of Mesilla GRT  
by Fiscal Year**

	Jul-Jun	Jul-Jun	Jul-Jun	Jul-Jun	Jul-Jun	Monthly Averages
<b>GRT</b>	<b>FY21-22</b>	<b>FY20-21</b>	<b>FY19-20</b>	<b>FY18-19</b>	<b>FY17-18</b>	
July	\$101,748.00	\$76,033.00	\$135,742.00	\$104,179.00	\$88,690.00	\$101,278.40
August	\$126,066.00	\$101,278.00	\$117,446.00	\$93,586.00	\$90,685.00	\$105,812.20
September	\$130,423.00	\$92,672.00	\$109,165.00	\$87,910.00	\$82,499.00	\$100,533.80
October	\$128,612.00	\$106,594.00	\$107,885.00	\$99,234.00	\$89,538.00	\$106,372.60
November	\$122,048.00	\$108,576.00	\$97,126.00	\$92,024.00	\$81,078.00	\$100,170.40
December	\$138,859.00	\$98,683.00	\$123,512.00	\$86,615.00	\$86,504.00	\$106,834.60
January	\$130,355.00	\$87,553.00	\$124,909.00	\$114,486.00	\$87,803.00	\$109,021.20
February	\$167,908.00	\$115,471.00	\$151,666.00	\$116,735.00	\$122,420.00	\$134,840.00
March	\$124,620.00	\$89,599.00	\$111,626.00	\$98,559.00	\$84,273.00	\$101,735.40
April	\$122,792.00	\$98,347.00	\$99,814.00	\$81,713.00	\$87,912.00	\$98,115.60
May	\$145,792.00	\$110,453.00	\$85,830.00	\$111,589.00	\$102,492.00	\$111,231.20
June	\$153,304.00	\$107,592.00	\$60,148.00	\$95,661.00	\$87,469.00	\$100,834.80
<b>FY Total</b>	<b>\$1,592,527.00</b>	<b>\$1,192,851.00</b>	<b>\$1,324,869.00</b>	<b>\$1,182,291.00</b>	<b>\$1,091,363.00</b>	



## ACCEPTANCE OF CREDIT CARDS AND ELECTRONIC TRANSFERS POLICY & PROCEDURES

### **Introduction**

The purpose of these procedures is to provide guidance for accepting credit card payments and electronic transfers for services throughout the Town of Mesilla, accounting controls to mitigate risks of credit card fraud, and an understanding of the Payment Card Industry (PCI) and the National Automated Clearing House Association (NACHA) regulations.

All Town employees involved in processing credit card and electronic transfer transactions and in the support of the cardholder data environment (process, review, reconcile, approve, system support, etc.) are subject to terms of these procedures.

### **Applicable Policies and Procedures**

Payment Card Industry Executive Charter and Compliance Policy  
National Automated Clearing House Association Rules & Guidelines

### **Acceptance and Processing**

Credit card payments and electronic transfers shall be used for the sole purpose of processing payment transaction for services provided by the Town of Mesilla to the cardholder. Cash advances or any cash withdrawals are not authorized at the Town of Mesilla

New services will be requested through the Finance Department in accordance with these standards and approved by management and Board of Trustees. The cost of equipment will be paid from departmental funds, processing fees will not be passed on to the card user. Technology implementation must be in accordance with the Payment Card Industry Data Security Standards (PCI DSS).

Departments must use the credit card payment processor under contract with the Town of Mesilla. The Finance Department will assist in obtaining new services and equipment working with the contracted credit card payment processor. Departments shall not contact the payment processor directly for new equipment or services.

## **Handling Credit Card Information**

In accordance with PCI DSS, Req. 12.6.1, all employees involved in processing credit card transaction and the support of the cardholder data environment (process, review, reconcile, approve, system support, etc.) must be trained upon hire.

Protecting cardholder data is essential; thus, every effort shall be made NOT to store cardholder information in any form. Any physical access should be appropriately restricted to data or systems that house, process, or transmit cardholder data to not provide the opportunity for persons to access and/or remove devices, data, systems, or hardcopies.

For each payment channel, the acceptable PCI DSS compliance method is explained below:

**In Person:** When processing a credit card transaction into the system or POS terminal, it must be processed in full view of the customer. Staff is prohibited from writing or storing card information. Credit card information will be processed directly into the system or POS terminal while customer is present at the location. Security controls must be in place when handling in-person transactions. The POS terminal will be turned for accessibility by the card user.

**Internet:** Transactions shall be processed through the secure website managed by our third-party processor (Tyler Technologies) and no information shall be saved/stored.

**Via the phone:** Staff will enter the credit card information directly into the one computer designated for payments. Staff will not write down any of the information or store it anywhere.

**Via U.S. Mail:** Every effort will be made to not accept credit card information via U.S. mail. If a payment is received with credit card information as form of payment, the customer will be contacted to inform them that the information has been shredded. The staff member will work with the customer to complete the transaction in an authorized manner.

**Via Fax or Email:** Credit card information cannot be accepted via fax or email or any other unsecure communication medium. If a customer does send an email with their card information, the information will be deleted immediately from all email folders. The customer will be contacted to inform them that the information has been deleted. The staff member will work with the customer to complete the transaction in an authorized manner.

## **Accounting Controls**

### **Refunds, Voids and Credits**

Refunds and voids issued for credit card payments will be applied on an as-needed

basis. Credits can be applied to the customer/card user account for future billing.

### **Reconciliation**

Each day the batches must be closed and reconciled using the daily reports provided with the end of day packet using Incode.

A detailed reconciliation process will be done monthly in conjunction with the bank reconciliation done by the Finance Department. All copies will be retained for audit review.

All deposits will be reviewed and approved by the Finance Department.

### **Terminals (Point of Sale (POS) Equipment)**

Terminals shall be stored in a physically secure location when not in use. There shall be a documented and periodic review process in place performed at least quarterly to detect any tampering of equipment (unauthorized payment card skimmers) and a log must be maintained of the periodic review.

The Town of Mesilla does not use wireless terminals. If this equipment becomes necessary, the wireless terminals shall connect directly to the Town of Mesilla approved processor in accordance with Point-to-Point Encryption (P2PE). Portable devices that attach to tablets, smartphones, etc. are not PCI compliant and should not be used. The Finance Department must be contacted to order credit card equipment.

### **Payment Card Industry Data Security Standards**

The PCI DSS is the global data security standard adopted by the payment card brands for all entities that process, store, or transmit cardholder data. It consists of common-sense steps that mirror security best practices. Noncompliance to these standards can result in significant fines assessed to the Town of Mesilla and may result in loss of the ability to accept credit cards.

In order to ensure compliance with PCI DDS requirements an annual PCI Self-Assessment Questionnaire must be completed and submitted to DFA with the Interim budget by June 1st of each year.

All Standards for the PCI DDS Requirements can be found at:  
<https://www.pcisecuritystandards.org>

RESOLUTION NO. 2022-07

APPROVING PARTICIPATION IN THE PROGRAM OF THE  
SOUTH CENTRAL COUNCIL OF GOVERNMENTS, INC.  
FOR FISCAL YEAR 2022-2023

WHEREAS, Town of Mesilla (herein-after known as the "Member"), desires to be a participating member in the program and policy development for the South Central Council of Governments, Inc. (hereinafter known as "SCCOG"); and

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the SCCOG for the Member be entered into, wherewith the SCCOG is agreeing to furnish the following:

- A. Implement the work program as established by the SCCOG Board of Directors for the 2022-2023 Fiscal Year.
- B. Provide the Member, when requested, with technical, grant program planning, economic development, strategic overall planning and management assistance.
- C. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- D. Provide information dissemination about statewide regional and community initiatives to foster greater coordination and efficiency of the programs.

WHEREAS, it is necessary to set forth the sum to be paid by the Member to the SCCOG as annual dues, thereby placing the Member with voting powers on the SCCOG Board of Directors, with an agreement to furnish the following:

- A. To participate, through their designated representatives or alternate, in the SCCOG's policy development process by attending meetings, helping formulate the annual work program, reviewing the SCCOG Goals and Objectives, and the District Comprehensive Economic Development Strategy (CEDS).
- B. To pay to the SCCOG the sum of \$654.00 annual membership dues as payment of the aforementioned services for the period beginning July 1, 2022 and ending June 30, 2023.
- C. The Member hereby appoints \_\_\_\_\_, as their designated representative and \_\_\_\_\_ as alternate.

NOW THEREFORE, BE IT RESOLVED THAT the Member and the SCCOG hereby mutually agree to the aforementioned provisions of this Resolution and Agreement.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, New Mexico.

Attestation:

Member Government

\_\_\_\_\_  
Clerk, or other Authorized Official

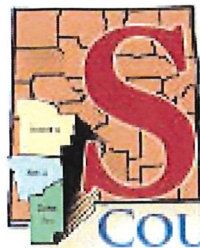
\_\_\_\_\_  
Signature of Authorized Official

Attest :

South Central Council of Governments, Inc.

\_\_\_\_\_  
Jay Armijo, Executive Director

\_\_\_\_\_  
Chairwoman, Nora Barraza



# South Central COUNCIL OF GOVERNMENTS

## District 7

June 15, 2022

### Members

State Legislator:  
Senator Mary Kay Papen

Doña Ana County

City of Las Cruces

City of Sunland Park

City of Anthony

City of Socorro

Socorro County

City of Truth or Consequences

Sierra County

Town of Mesilla

Village of Hatch

Village of Magdalena

Village of Williamsburg

City of Elephant Butte

Lower Rio Grande Public  
Water Works Authority

San Antonio Mutual Domestic  
Water Consumer Association

Polvadera Mutual Domestic  
Water Consumer Association

Doña Ana Mutual Domestic  
Water Consumer Association

Anthony Water & Sanitation  
District

The Honorable Nora Barraza  
Mayor of Mesilla  
P. O. Box 10  
Mesilla, NM 88046

Re: Request for Membership Dues for FY 2022-2023- Invoice

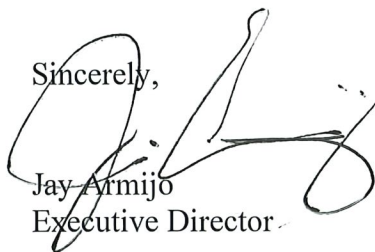
Dear Mayor Barraza:

This letter is a request to Town of Mesilla for your membership in the South Central Council of Governments (SCCOG) for FY 22-23. Please find enclosed a membership dues invoice. This year's dues for the Town of Mesilla will remain the same in the amount of \$ **654.00**.

It is required that your participation with the SCCOG be passed by resolution. For your convenience, a resolution is enclosed for the governing body's review and approval.

Your membership and participation in the SCCOG is crucial to our concerted efforts in the district. If you have any questions with respect to our request, please contact me at your earliest possible convenience.

Sincerely,



Jay Armijo  
Executive Director

Enclosure

*South Central Council of Governments*

South Central Council of Governments  
P.O. Box 1072/600 Hwy 195, Suite C  
Elephant Butte, NM 87935

# INVOICE

07.01.2022

INVOICE # FY22-SCCOG-17

**BILL TO:**

**The Honorable Nora Barraza**  
**Mayor of Mesilla**  
**P. O. Box 10**  
**Mesilla, NM 88046**

DESCRIPTION	AMOUNT
South Central Council of Governments Membership FY22-23	\$ 654.00
<b>TOTAL</b>	<b>\$ 654.00</b>