



VILLAGE OF LOS LUNAS  
REGULAR COUNCIL MEETING AGENDA  
Thursday, March 26, 2026 | 6:00PM  
Council Chambers | 660 Main Street  
Los Lunas, NM, 87031

**ATTENTION:**

Village Council meetings are also streamed live via Microsoft TEAMS. You may connect with codes that are available on our website ([www.loslunasnm.gov](http://www.loslunasnm.gov)) and/or <https://www.loslunasnm.gov/meeting>.

The Village of Los Lunas Council is pleased to have residents of the community take time to attend Village Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Input and Public Hearing proceedings are encouraged to be prepared and will be **limited to three (3) minutes** to allow everyone the opportunity to be heard. *Public comments are expected to be constructive and devoid of character assassination.* Questions raised on non-agenda items may be answered at a later date to facilitate proper research. Written comments are welcome and should be given to the Village Administrator prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

**Please turn off or mute all electronic devices during the meeting. Your cooperation is appreciated.**

- Call Meeting to Order
- Pledge of Allegiance
- Public Input Forum

**Alex Ochoa**                      **1. 2026-2028 Planning and Zoning Commissioner Appointments**  
TAB                              1.  
ACTION REQUESTED OF COUNCIL: Approve or disapprove.

**Cynthia Shetter**                **2. Library Department Records Destruction**  
TAB                              2.  
ACTION REQUESTED OF COUNCIL: Approve or disapprove.

**Gregory Martin**                **3. Administration Department Records Destruction**  
TAB                              3.  
ACTION REQUESTED OF COUNCIL: Approve or disapprove.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Deputy Clerk five (5) days prior to the meeting or hearing at (505) 839-3840.

**4. Executive Session – pursuant to NMSA 1978 Section §10-15-1(H), the following matters may be discussed in closed session:**

**TAB 4.**

- a. Hire Commercial Driver – Solid Waste Division/Public Works Department
- b. Hire Solid Waste Laborer – Solid Waste Division/Public Works Department.
- c. Hire Part-Time Recreation Aide – Recreation Division/Parks & Recreation Department
- d. Hire Recreation Coordinator – Recreation Division/Parks & Recreation Department
- e. Hire Certified Police Officer – Police Department

**5. Approval of Minutes.**

**TAB 5.**

- a. Minutes from March 12, 2026, Council Meeting.

**6. Adjournment.**



## VILLAGE COUNCIL AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Title:

2026-2028 Planning and Zoning Commissioner Appointments

Presenter:

Alex Ochoa

Department:

Community Development

Meeting Date:

March 26, 2026

Action Requested:

Approval/Disapproval

Informational

Public Hearing

Other

### OVERVIEW/ ANALYSIS

In accordance with Section 2.36.020(A) of the Los Lunas Municipal Code, the positions for districts one, three, and the at-large district shall be appointed or reappointed during even numbered years.

- **Councilor Chrisopher Ortiz** recommends the reappointment of Commissioner Michael Doyle for the District 1 position for the 2026-2028 term.
- **Councilor Matthew Chavez** recommends the appointment of Arthur Gaerlan for the District 3 position for 2026-2028 term.
- **Mayor Charles Griego** recommends the reappointment of Commissioner Sandra Goldberg for the At-large position for the 2026-2028 term.

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## POSSIBLE ACTIONS

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- Approve item
- Approve item, with changes
- Deny item
- Postpone item to a future meeting (direct staff to conduct further research)
- Table item for future discussion (direct staff to conduct further research)
- No action at this time

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## STRATEGIC PRIORITIES ALIGNMENT

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- I-25 Interchange/Los Lunas Boulevard Corridor Project
- Quality of Life Improvements
- Infrastructure Improvements
- Economic Development
- Personnel
- N/A

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## BUDGET IMPACT

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N/A

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## LEGAL REVIEW

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- Yes, by:
- Not applicable

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## ATTACHMENTS

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N/A



## VILLAGE COUNCIL AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Title:	Library Department Document Destruction
Presenter:	Cynthia Shetter
Department:	Library
Meeting Date:	March 26, 2026
Action Requested:	<input checked="" type="checkbox"/> Approval/Disapproval <input type="checkbox"/> Informational <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other

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### OVERVIEW/ ANALYSIS

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Destruction of Daily Cash Reports dating July 2011 – December 2022 per NMAC 18.03.002

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## POSSIBLE ACTIONS

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- Approve item
- Approve item, with changes
- Deny item
- Postpone item to a future meeting (direct staff to conduct further research)
- Table item for future discussion (direct staff to conduct further research)
- No action at this time

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## STRATEGIC PRIORITIES ALIGNMENT

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- I-25 Interchange/Los Lunas Boulevard Corridor Project
- Quality of Life Improvements
- Infrastructure Improvements
- Economic Development
- Personnel
- N/A

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## BUDGET IMPACT

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## LEGAL REVIEW

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- Yes, by:
- Not applicable

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## ATTACHMENTS

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## New Mexico Municipal Records Retention Schedule - Update 12-3-2022

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.001		<b>Accounts Payable:</b> Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment Files, etc.	3 years after audit report	Finance	1.15.3.131 1.15.5.304 1.15.5.309 1.15.5.310 1.15.5.311 1.15.3.312 1.15.5.313 1.15.5.316 1.15.5.317	
18.03.002		<b>Accounts Receivable:</b> Records concerning payments made to the municipality for goods and services and or other revenue sources.	File may include receipts, deposit slips, bank statements, correspondence, invoices for services/goods supplied by the municipality, memoranda, daily cash reports, reconciliation of cash transactions, monthly revenue report, utility payment stubs, utility billing register, etc.	3 year after audit report	Finance	1.15.5.202 1.15.5.203 1.15.5.204 1.15.5.205 1.15.5.206 1.15.5.207 1.15.5.508 1.15.5.566 1.19.8.557	
18.03.003		<b>Audit Reports:</b> Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special audits.	Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.	Permanent	Finance	1.15.5.510	
18.03.004		<b>Budget - Operating:</b> Records related to the request, recommendation and approved annual budget.	File includes workpapers used in preparing the operating budget, budget adjustment requests, budget request, montly status report,	3 years after audit report	Finance	1.15.5.101 1.15.5.102 1.15.5.103 1.15.5.104 1.15.5.105	
18.03.005		<b>Collections:</b> Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		<b>Construction Grant Records:</b>	File may include grant administration files, consultant contracts, submittals, construction records, grant funds, cash flow, etc. Example: Capital Improvement Plan (CIP) projects	10 years after completion of project	Finance	1.19.8.109	
18.03.007		<b>Contract Tax File (Form 1099):</b> Records concerning the reporting to the IRS on monies paid out by agency on technical and professional service contracts.		1 year after termination of contract, provided audit report released	Finance	1.15.5.319	



## VILLAGE COUNCIL AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Title:

RECORDS DESTRUCTION REQUEST: IPRA (INSPECTION OF PUBLIC RECORDS ACT REQUESTS). JANUARY 2024 – FEBRUARY 2025.

Presenter:

Gregory Martin

Department:

Administration

Meeting Date:

March 26, 2026

Action Requested:

Approval/Disapproval

Informational

Public Hearing

Other

### OVERVIEW/ ANALYSIS

NM State Statute 18.01.039 - Destruction of IPRA Requests one year after file closed. Files may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, all outstanding IPRA's that have dropped communication, all receipts received from hard copies and thumb drives, etc. from January 2024 – February 2025. (hard copies and emails).

### POSSIBLE ACTIONS

- Approve item
- Approve item, with changes
- Deny item
- Postpone item to a future meeting (direct staff to conduct further research)
- Table item for future discussion (direct staff to conduct further research)
- No action at this time

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## STRATEGIC PRIORITIES ALIGNMENT

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- I-25 Interchange/Los Lunas Boulevard Corridor Project
  - Quality of Life Improvements
  - Infrastructure Improvements
  - Economic Development
  - Personnel
  - N/A
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## BUDGET IMPACT

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## LEGAL REVIEW

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- Yes, by:
  - Not applicable
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## ATTACHMENTS

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## New Mexico Municipal Records Retention Schedule - Update 12-3-2022

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.039		<b>Public (IPRA) Records Files:</b> Records concerning requests to provide records.	File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, etc.	1 year after file close	General	1.15.3.708	
18.01.040		<b>Publicity and Promotions:</b> Records related to marketing of the municipality including, but not limited to, advertising and public relations with the media including newspapers, television and magazines	File may include biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items. Example: Community Development Report	Until no longer needed for reference, then review for historical value.	General	1.15.3.121 1.15.3.208	
18.01.041		<b>Reference Files:</b> Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials. Example: Conference or workshop attended file, etc.	Until no longer needed for reference Finance files: until audit report released	General	1.15.3.102	
18.01.042		<b>Reports - General</b>	Includes state required quarterly and annual reports for various City activities, routine and interim reports, and departmental annual reports.	2 years after date file closed	General	1.15.3.117	
18.01.043		<b>Reports - Injuries:</b> Records related to reports of injuries resulting in no action or claim.	Includes notice of accident, etc.	2 years after date of accident report	General	1.15.3.118	
18.01.044		<b>Security and Access:</b> Records related to security and access	Example: visitor control files, detention visitor control files, key accountability records, security gate entrance card files, etc.	3 years after date file closed	General	1.15.3.122 1.15.3.511 1.15.3.512 1.19.8.857 1.19.8.957	
18.01.045		<b>Speeches, Elected Officials:</b> Speeches and presentations given by executive level personnel and related records.	Speeches concern program procedure, work activities, and related concepts.	Until no longer needed for reference, then review for historical value.	General	1.15.3.137	
18.01.046		<b>Transportation and Trip Permits:</b> Records related to transportation and trip permits, travel.	File may include date, vehicle number, destination, persons traveling, etc. Example: trip ticket	3 years after date file closed	General	1.15.5.314	

(Any records NOT specifically addressed herein shall be retained in accordance with applicable law.)

**MINUTES  
VILLAGE OF LOS LUNAS  
THURSDAY, MARCH 12,2026**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met Thursday, March 12, 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.

<b>Mayor:</b>	Charles Griego
<b>Mayor Pro Tem:</b>	Christopher Ortiz
<b>Council:</b>	Matthew Chavez James Runyon Gino Romero

Also present were: Gregory D. Martin, Nancy Jo Gonzales, Debra Sanchez, Craig Donohue, and Luis Brown. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

- 1. *Vistas at Los Senderos Unit 1 Infrastructure Acceptance.***
- 2. *Easement Agreement between Village and Westway Six BESS LLC.***
- 3. *Consideration of Ordinance 486 approving a LEDA Project for the benefit of Greater Kudu, LLC pursuant to the Local Economic Development Act and the Village of Los Lunas LEDA Plan, providing public support for expansion of the Company's existing data center within the Village of Los Lunas and Valencia County from certain local gross receipts tax revenues generated by construction of the Project.***
- 4. *EXECUTIVE SESSION:***
  - a. *Hire Library Technician – Library Department.***
  - b. *Hire (2) Parks Technician I – Parks Division / Parks & Recreation Department.***
  - c. *Promotion to Detective – Police Department.***
  - d. *Collective Bargaining Agreement Negotiations – Fire Department.***
- 5. *APPROVAL OF MINUTES:***
  - a. *Minutes from February 26, 2026, Council Meeting***
- 6. *ADJOURNMENT.***

• **CALL MEETING TO ORDER.**

At 6:00PM, Mayor Griego brought the meeting to order and welcomed the audience. Mayor Griego announced that Item 1 would be moved to Item 3 (presenter was stuck in traffic from Albuquerque). Items 2 and 3 would move up on the agenda.

• **PLEDGE OF ALLEGIANCE.**

Mayor Griego asked Debra Sanchez to lead the Council and TEAMS participants in the Pledge of Allegiance.

• **PUBLIC INPUT FORUM.**

Mayor and Council presented Debra with retirement recognition plaque for 31 years of service to the village. Nancy Jo Gonzales also gave Debra a bouquet of flowers from village staff. Ms. Beth Waldrop approached the podium – she is one of two regional representatives from the State of New Mexico Economic Development Department. I have the pleasure of representing Valencia Bernalillo in Tarrant County and I'm here this evening to support the META GRT here in Los Lunas.

**1. *Vistas at Los Senderos Unit 1 Infrastructure Acceptance.***

Mr. Alex Ochoa presented item one. We're requesting the infrastructure acceptance for the subdivision the Vistas at Los Senderos. We did receive the final punch, walk through and also the final approval letter from Molson Corbett on February 19th, which did state that the developers met all of the requirements for acceptance. The other thing I just want to make of note too is that they did have a bond for the infrastructure as well. So provided that Council does accept the infrastructure, we will release that bond. The council was asked if they had any additional questions, there were none. Mayor Griego asked for a recommendation.

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

**2. Easement Agreement between Village and Westway Six BESS LLC.**

Mayor Griego asked for a motion to remove from tabled status.

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

Mayor Griego asked for a motion to adjourn into executive session.

**APPROVAL:** Motion to approve.  
**MOVED:** Councilor Romero  
**SECONDED:** Councilor Chavez  
**CARRIED:** Motion passed on a vote of **4 (Councilor Romero – yes; Councilor Ortiz – yes; Councilor Runyon – yes; Councilor Chavez – yes) FOR AND 0 AGAINST.** Adjourned at 6:08pm

Mayor Griego asked for a motion to reconvene into a council meeting.

**APPROVAL:** Motion to approve.  
**MOVED:** Councilor Ortiz  
**SECONDED:** Councilor Runyon  
**CARRIED:** Motion passed on a vote of **4 (Councilor Romero – yes; Councilor Ortiz – yes; Councilor Runyon – yes; Councilor Chavez – yes) FOR AND 0 AGAINST.** 6:44pm

Mr. Larry Guggino (village attorney) continued with presentation. We basically had a chance to discuss the new contract and the pricing on the contract. Do you want to entertain either just to recap every five years and at the end of 25 years the payment would be need to be renegotiated. The council was asked if they had any additional questions, there were none. Mayor Griego asked for a recommendation.

**APPROVAL:** Motion to approve.  
**MOVED:** Councilor Runyon  
**SECONDED:** Councilor Chavez  
**CARRIED:** Motion passed on a vote of **4 (Councilor Romero – yes; Councilor Ortiz – yes; Councilor Runyon – yes; Councilor Chavez – yes) FOR AND 0 AGAINST.** (Council video and sound missing.)

**3. Consideration of Ordinance 486 approving a LEDA Project for the benefit of Greater Kudu, LLC pursuant to the Local Economic Development Act and the Village of Los Lunas LEDA Plan, providing public support for expansion of the Company's existing data center within the Village of Los Lunas and Valencia County from certain local gross receipts tax revenues generated by construction of the Project.**

Ms. Jill Sweeney presented item three. (council transcript and video were not available). Mayor Griego asked for a recommendation.

**APPROVAL:** Motion to approve ordinance 486.  
**MOVED:** Councilor Runyon  
**SECONDED:** Councilor Ortiz  
**CARRIED:** Motion passed on a vote of **4 (Councilor Romero – yes; Councilor Ortiz – yes; Councilor Runyon – yes; Councilor Chavez – yes) FOR AND 0 AGAINST.**

**4. EXECUTIVE SESSION.**

Mayor Griego announced that the Council would be going into executive session pursuant to NMSA 1978 Section 10-15-1(H), the following matters may be discussed in a closed session: Hiring of Library Technician, two Parks Technician I, the promotion to Detective, and Collective Bargaining Agreement Negotiations.

**APPROVAL:** Motion to approve  
**SECONDED:** Councilor Ortiz  
Councilor Runyon  
**CARRIED:** Motion passed on a vote of **4(Councilor Romero – yes; Councilor Ortiz – yes; Councilor Runyon – yes; Councilor Chavez – yes) FOR AND 0 AGAINST.** 7:02PM

At 8:04PM, Mayor Griego asked for a motion from Council to reconvene after discussion: Hiring of a Library Technician, two Parks Technician I, the promotion to Detective, and Collective Bargaining Agreement Negotiations.

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

Regarding the Library Technician – Mayor Griego recommended Astrid C. Quintana.

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

Regarding the Parks Technician I – Mayor Griego rerecommended Timothy T. Najera.

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

Regarding the Parks Technician I – Mayor Griego rerecommended Victor Antonio Vargas.

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

Regarding the Detective Promotion – Mayor Griego rerecommended Office Michael Abeyta.

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

Mayor Griego announced there was a discussion on negotiations but there was nothing to report out.

## **5. MINUTES**

Mayor Griego asked if there were corrections to the Council minutes of February 26, 2026 – there were none.

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

## **6. ADJOURNMENT.**

Council meeting adjourned at 8:07 PM.