

VILLAGE OF RUIDOSO

**AGENDA INDEX
REGULAR COUNCIL MEETING
AUGUST 12, 2025 AT 1:00 PM**

**313 Cree Meadows Dr. Ruidoso,
NM 88345**

CALL TO ORDER

MOMENT OF SILENCE/INVOCATION AND PLEDGE OF ALLEGIANCE/SALUTE TO THE STATE FLAG.

Invocation

Pledge of Allegiance

Salute to the State Flag: "I Salute the Flag of the State of New Mexico, the Zia Symbol of Perfect Friendship Among United Cultures."

ROLL CALL

APPROVAL OF AGENDA.

CONSENT REGULAR ITEMS.

1. Approval of Governing Body Minutes
July 8, 2025 - Regular Meeting
July 24, 2025 - Special Meeting
July 29, 2025 - Special Meeting
August 5, 2025 - Workshop Meeting
2. Approval of Certificate of Records Destruction No. 2025-03
3. Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Restaurant B -Beer, Wine and Spirits Liquor License with On Premises Consumption Only with Patio Service for Grill Caliente located at 2800 Sudderth Dr., Ruidoso, New Mexico.
4. Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Small Brewer Off-Site Location Liquor License for Lost Hiker Brewing Company located at 2356 Sudderth Dr., Ruidoso, New Mexico.
5. Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of Ordinance 2025-05, an Ordinance Authorizing the Execution and Delivery of a Loan Agreement and Intercept Agreement by and Between the Village of Ruidoso and the New Mexico Finance Authority in the Amount of \$1,502,424.00, Together with Interest Thereon for the Purpose of Purchasing Two Class A Pumper Fire Trucks and Authorizing the Taking of Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement.
6. Approval on Adoption of Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

7. Approval of Award of RFP #2025-012P to Able City, LLC for Comprehensive Master Planning and Economic Analysis Services.
8. Approval of Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00, including NMGR
9. Approval of Assignment of Lease Agreement Between Bobby Pennell and Charles & Tammy Camilleri and George Ryan of Land Lease for Hangar P-14 at the Sierra Blanca Regional Airport

PUBLIC INPUT. (LIMITED UP TO THE FIRST HOUR OF THE MEETING)

MAYORAL REPORTS AND PRESENTATIONS.

1. Presentation of New Employees, Promotions and Transfers
2. Presentation of Employees and Department of the Quarter

Employees - Quarter 2

Administration-Johanna Quintana, Human Resources
Community Services - David Myers, Community Development
Public Safety - Justin Mize, Fire Department
Public Works - Samantha Mars, Water Distribution/Sewer

Department - Quarter 2

Community Development

BOARD AND COMMISSION APPOINTMENTS.

1. Appointment of James Rupley to the Lodger's Tax Committee

VILLAGE MANAGER REPORT.

1. Village Manager's Report
2. Update on Service with Zia Trans
3. Update on XTERRA Event August 14-17, 2025
4. Update on 603 Mechem
5. Update on McDaniel Bridge
6. Update on FEMA Funded Projects: DR-1783 (Hurricane Dolly), DR-4795 (Southfork & Salt Fires), & DR-4886 (2025 Flooding & Landslides)

REPORTS FROM MUNICIPAL OFFICIALS.

REGULAR ITEMS.

1. Discussion and Possible Action on Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P in the amount of \$384,065.63 Including NMGR.

2. Discussion and Possible Action on Task Order #2024-004P-11 with Souder, Miller & Associates, for Preliminary Design, Final Design, Bid Services, Construction Phase and Construction Observation Services for waterline replacement, on Perk Canyon Drive and North Loop Road, in the Amount of \$313,371.59 Including NMGRT.
3. Discussion and Possible Action on Approval of Resolution 2025-28 a Resolution Authorizing the Village of Ruidoso to Apply for a Federal Aviation Administration (FAA) Grant Agreement in the Amount of \$631,579.00 for an Airport Master Plan Update Project
4. Discussion and Possible Action on Task Order D with Lochner for a Sierra Blanca Regional Airport Master Plan Update in the Amount of \$627,968.56 including NMGRT, Contingent upon Funding From the Federal Aviation Administration (FAA)

CLOSED SESSION.

- Discussion of limited personnel matters. § 10-15-1.H.2, NMSA 1978.
- Discussion subject to the attorney-client privilege pertaining to threatened or pending litigation in which the Village of Ruidoso is or may become a participant. §10-15-1.H.7, NMSA 1978.
- Discussion of the purchase, acquisition, and/or disposal of real property and/or water rights by the Village of Ruidoso. § 10-15-1.H.8, NMSA 1978.

Any action taken as a result of the closed session will be brought back into open session.

ADJOURN.

I certify that notice has been given in compliance with 2025-01. If you are an individual with a disability who is in need of 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 Village Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk if a summary or other type of accessible format is needed.

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 1.

To: Mayor Crawford and Councilors

Presenter(s): Jini S. Turri, Village Clerk

Meeting Date: August 12, 2025

Re: Approval of Governing Body Minutes

Item Summary:

Approval of Governing Body Minutes
July 8, 2025 - Regular Meeting
July 24, 2025 - Special Meeting
July 29, 2025 - Special Meeting
August 5, 2025 - Workshop Meeting

Financial Impact:

None

Item Discussion:

Approval of Governing Body Minutes
July 8, 2025 - Regular Meeting
July 24, 2025 - Special Meeting
July 29, 2025 - Special Meeting
August 5, 2025 - Workshop Meeting

Recommendations:

To Approve Governing Body Minutes
July 8, 2025 - Regular Meeting
July 24, 2025 - Special Meeting
July 29, 2025 - Special Meeting
August 5, 2025 - Workshop Meeting

ATTACHMENTS:

Description

Regular Meeting Minutes July 8, 2025

Special Meeting Minutes, July 24, 2025

Special Meeting Minutes July 29, 2025
Workshop Meeting Minutes August 5, 2025

**VILLAGE OF RUIDOSO
GOVERNING BODY, REGULAR MEETING
313 CREE MEADOWS DRIVE, RUIDOSO, NEW MEXICO 88345
JULY 8, 2025**

CALL TO ORDER

Mayor Lynn D. Crawford, called the Regular Meeting of the Governing Body, Village of Ruidoso to order at 1:00 p.m. by calling for a Moment of Silence, the Pledge of Allegiance and Salute to the State Flag. Councilors Jackson, Salas, Cory, Hooker, Eby and Lutterman were recorded present in person. Municipal employees present were Ronald L. Sena, Village Manager; Michael Martinez, Deputy Manager; Jini S. Turri, Village Clerk; Yvonne Vigil, Deputy Clerk; Adam Sanchez, Public Works Director; Matthew Baird, Parks and Recreation Director; Anthony Montes, Community Center Manager; Zachary J. Cook, Village Attorney; Judi Starkovich, Finance Director; Dick Cooke, Forestry Director; Steven Minner, Police Chief; Jacquelyn Pena, Water Resource Director; David Tetreault, Asst. Parks & Recreation Director; DD Staab, Library Director; Lee Baker, Airport Manager; Isaac Garcia, RWWTP Manager; Amber Word, Community Center Coordinator; Randy Koehn, Water Production Manager; Stephanie Long, Museum Curator; Robin Parks, Staff Accountant II; Cade Hall, Fire Chief; Robin Bryant, Solid Waste Office Manager; Eddie Ryan, Manager of Events and Strategic Partnerships; Chrysanti Jones, Short Term Rental Admin Asst. II; Brian Parker; Katy Simpson, Dispatch Supervisor; Madison Schlotfeldt, Staff Accountant II; Jaime Urban, Police Lieutenant; Stephanie Warren, GIS Coordinator/Planning; and Levi Beaty, Project Manager. There were approximately 3 visitors in attendance.

APPROVAL OF AGENDA.

Councilor Jackson moved to approve the agenda and allow the Mayor to move items as necessary, Councilor Hooker seconded and the motion carried with a roll call vote of all present voting "aye".

CONSENT REGULAR ITEMS.

Councilor Cory moved to approve the Consent Regular Items as presented, Councilor Jackson seconded the motion and the motion carried with a roll call vote of all present voting "aye".

1. Approval of Governing Body Minutes
June 10, 2025 - Regular Meeting
June 20, 2025 - Special Meeting
June 27, 2025 - Emergency Meeting
July 1, 2025 - Workshop Meeting
2. Approval of Adoption of Resolution 2025-21, a Resolution Amending the Village of Ruidoso Personnel Policy Chapter 4 Section 4-2-6 and 4-2-7.
3. Approval of Grant Agreement between the Village of Ruidoso and the New Mexico Department of Finance and Administration for the New Mexico E-911 Program

Grant to Fund the Public Safety Answering Points (PSAPs) at the Village of Ruidoso, for the Period of Time between July 1, 2025 and June 30, 2026.

4. Approval of Village of Ruidoso Police Department Recruiting Incentive Payments for Recruitment of Entry Level Police Officer Candidates and Lateral Police Officer Candidates.
5. Approval of Amendment No. 001 to Joint Funding Agreement (JFA) #24RGJFA35 with United States Department of the Interior for Geomorphic Survey of North Fork Eagle Creek, from North Eagle Creek Streamgage to Eagle Creek below South Fork Streamgage In the Amount of \$5,769.00 for a Total Amount of \$64,000.00 and to Extend the End Date to September 30, 2026.
6. Approval of the Purchase of a 2025 John Deere 300 P-Tier Skid Steer Loader from 4Rivers Equipment, Utilizing Sourcewell Contract #1637212025 in the Amount of \$87,700.00, for the Sierra Blanca Regional Airport.
7. Approval of Agreement with Ruidoso Valley Chamber of Commerce for Professional Services for Operation of the Ruidoso Visitor's Center, Billy the Kid Visitor's Center and the Wingfield Heritage House Museum for the Village of Ruidoso in an Amount not to Exceed \$227,700.00.
8. Approval of Memorandum of Understanding between the Village of Ruidoso and the Ruidoso Municipal Schools for the Joint Use of Facilities.

PUBLIC INPUT.

Bill Hall stated that he was impressed that the Village had already moved 36,000 tons of silt from the rivers; he expressed his concerns about FEMA reform for funding issues and asked that the Village strongly consider building addition disc golf courses in the Village.

MAYORAL REPORTS AND PRESENTATIONS.

Francisco Sanchez, NM DOT District 2 Engineer updated the Council about mitigating flood issues on Hwy 48 and Hwy 70. He stated that a study regarding drainage issues on the highways will be done in the near future and that NM DOT will do all they can within their control to mitigate flooding issues.

1. Presentation of New Employees and Promotions

Mayor Lynn D. Crawford presented the following:

New Hires

Jaime Reyes – Water Distribution - Maintenance Tech – DOH 6/16/25

Shyrelle Rushing – PD – 911 Telecommunications Operator – DOH 6/16/25

Jay Gutierrez – PD – Non-Certified Patrol Officer – DOH 6/16/25

Brian Parker – Community Development – STR Inspector – DOH 6/16/25

Layson Powell – Fire Department – Firefighter – DOH 6/20/25

Sebastian Mitchell – Parks & Rec – Maintenance Tech – DOH 6/30/25

Rufas Sago - Parks & Rec – Maintenance Tech – DOH 6/30/25
Manuel Huber – Parks & Rec – Custodian – DOH 6/30/25
Michael Weise - Parks & Rec – Maintenance Tech – DOH 6/30/25
Isaiah Spitty – Forestry – Forestry & Fuels – DOH 6/30
Dustin Archer - Forestry – Forestry & Fuels – DOH 6/30
Michael Smith - Water Distribution - Maintenance Tech – DOH 7/1/25

Promotion

Ezekiel Alvarez - Solid Waste - Operator/Driver Supervisor-Effective 6/16/25

2. Presentation of Retirement Plaque to Jaime Newsome for his Service to the Village of Ruidoso as a Water Distribution/Sewer Collections Inspector from August 2000 through July 2025

Mayor Crawford presented a retirement plaque recognizing Jaime Newsome for his service as a water distribution/sewer collections inspector from August 2000 through July 2025.

3. Presentation on the Ruidoso Valley Chamber of Commerce 2025 Beautification Award to the Wingfield Heritage House Museum

Stephanie Long, Wingfield Heritage House Museum Curator, stated that the Museum received the 2025 Beautification Award from the Ruidoso Valley Chamber of Commerce.

4. Presentation on the 2025 American Association of State and Local History Award of Excellence to the Wingfield Heritage House Museum for Ruidoso Rewind

Stephanie Long, Wingfield Heritage House Museum Curator, stated that the Museum received the Local History Award of Excellence from the American Association of State and Local History for the Museum's "Ruidoso Re-Wind" radio show.

5. Presentation on Integrated Resource Plan for Zia Natural Gas - Leslie Graham

Leslie Graham, representing Zia Natural Gas presented their yearly Integrated Resource Plan.

6. Presentation on Altumint Speed Cameras - Sam Crawley

Sam Crawley, representing Altumint Speed Cameras presented to Council a proposal for use of speed cameras for the Ruidoso Police Department.

VILLAGE MANAGER REPORT.

1. Village Manager's Report

Ronald L. Sena, Village Manager, gave his monthly managers report.

2. Update on 603 Mechem

Michael Martinez, Deputy Manager and Levi Beaty, Project Manager updated Council that home and electrical inspections should be done within the next couple of weeks.

3. Update on Cree Meadows Culvert Project

Adam Sanchez, Public Works Supervisor, updated Council that culverts have been ordered for the project for Rymarc to install once received.

4. Update on Innsbrook Paving Project

Adam Sanchez, Public Works Supervisor updated Council that crews have had to pull off the project due to flooding and will continue when able.

5. Update on McDaniel Bridge

Adam Sanchez, Public Works Supervisor, updated Council that although designs are in place to make repairs to the bridge, the Village hasn't been able to secure a contractor to do the work.

6. Update on Starlite Rd. Project

Adam Sanchez, Public Works Supervisor, stated that repairs on Starlite are being done and will be complete soon, weather permitting.

7. Update on Clean and Lien Properties

Michael Martinez, Deputy Manager and Stephanie Warren, GIS Coordinator/Planning, presented to Council a list of residential properties that have been identified as being effected by the floods. They stated some have begun the cleanup process but not all as of date.

REPORTS FROM MUNICIPAL OFFICIALS.

Councilor Cory stated that he had attended the Chamber of Commerce Banquet which was well attended. Councilor Jackson gave a shout out to the Fire, Police and Parks & Recreation Dept. for their work during the busy holiday weekend. Councilor Hooker seconded all comments made and stated that he wanted the public to know that the Council always has the Village's interest foremost in their minds. Councilor Salas stated that the Convention Center project looks great. Councilor Lutterman stated that she attend the drone show and that it was impressive. Councilor Eby stated the drone show was better than the ones in the past and thanked Parks & Recreation for their work on the event.

REGULAR ITEMS.

1. Discussion and Possible Action on Adoption of Resolution 2025-22, a Resolution Adopting the Infrastructure Capital Improvement Plan (ICIP) for Fiscal Years 2027-2031.

Councilor Jackson made a motion to adopt the resolution, Councilor Cory seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

2. Discussion and Possible Action on Resolution 2025-20, a Resolution Approving the Acquisition of Real Property Located in Ruidoso Downs, Lincoln County, New Mexico.

Councilor Cory made a motion to adopt the resolution, Councilor Jackson seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

3. Discussion and Possible Action to Rename Fire Station #1 to Virgil Reynolds Main Fire Station.

Councilor Hooker made a motion to approve renaming of the fire station, Councilor Jackson seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

4. Discussion and Possible Action on Acceptance of Invitation from the XTERRA World Championship Committee to the Village of Ruidoso Mayor and Manager of Events and Strategic Partnerships to Participate in the Official Closing Ceremony at the 2025 Xterra World Championship in Molveno, Italy from September 25-28, 2025.

Councilor Eby made a motion to approve the invitation for the Mayor and Eddie Ryan to attend the ceremony, Councilor Cory seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

5. Discussion and Possible Action on Task Order No.03 with Souder, Miller & Associates for Preliminary and Final Design Services for Tank Rehabilitation Phase II ITB #2022-00-SMA-03, In the Amount of \$91,857.68, Including NMGR.

This item was removed from the agenda.

6. Discussion and Possible Action on Task Order #9 with Souder Miller and Associates RFP-2024-04P-09 for Design and Bid of Wingfield 2 Water Line Improvements, for Approximately 5,635 Linear Feet of 6-inch Waterline Replacement Including Appurtenances and Associated Roadway in the Amount of \$161,299.99 Including NMGR.

Councilor Lutterman made a motion to approve the task order, Councilor Eby seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

7. Discussion and possible action on AMENDMENT #2 to Amend Section IV, Grant Amount, to increase the agreement by \$221,960.00 from \$137,250.00 to \$359,210.00. The increased amount is necessary to allow modeling and analysis of three additional watersheds, in addition to the two watersheds specified in the original scope following the 2024 fires and flooding in the Ruidoso area and to decrease the Match requirement from 40% of the total Project cost to 10% of the total project cost.

Councilor Salas made a motion to approve amendment #2, Councilor Lutterman seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

CLOSED SESSION.

Councilor Jackson made a motion to recess into:

- Discussion of limited personnel matters. § 10-15-1.H.2, NMSA 1978.

- Discussion subject to the attorney-client privilege pertaining to threatened or pending litigation in which the Village of Ruidoso is or may become a participant. §10-15-1.H.7, NMSA 1978.
- Discussion of the purchase, acquisition, and/or disposal of real property and/or water rights by the Village of Ruidoso. § 10-15-1.H.8, NMSA 1978.

Councilor Salas seconded and the motion carried with a roll call vote of all "ayes".

Mayor Lynn D. Crawford recessed the Regular Meeting and entered into Closed Session at 3:25 p.m.

Present in closed session were members of the Governing Body, Ronald L. Sena, Village Manager; Michael Martinez, Deputy Manager; Zach Cook, Village Attorney; Jini S. Turri, Village Clerk.

Mayor Lynn D. Crawford adjourned the Closed Session and reconvened the Regular Meeting at 4:34 p.m.

Councilor Jackson moved to certify that matters discussed in the closed session were limited only to those specified in the motion for closure, Councilor Hooker seconded and the motion carried with a roll call vote of all "ayes".

Any action taken as a result of the closed session will be brought back into open session.

ADJOURN.

There being no further business to come before the Governing Body, Mayor Lynn D. Crawford adjourned the Regular Meeting at 4:35 p.m.

MINUTES ARE DRAFT UNTIL APPROVED:

Minutes were passed and approved on this 12th day of August, 2025.

APPROVED:

Lynn D. Crawford, Mayor

ATTEST:

Jini S Turri, Village Clerk

**VILLAGE OF RUIDOSO
GOVERNING BODY, SPECIAL MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
JULY 24, 2025**

Mayor Crawford called the Special Meeting of the Governing Body, Village of Ruidoso, to order at 9:00 a.m. by calling for a Moment of Silence and the Pledge of Allegiance/Salute to the State Flag. Councilors Eby, Hooker, Lutterman, Salas, Cory and Jackson were recorded present in person. Municipal employees present in person were Ronald L. Sena, Village Manager; Michael Martinez, Deputy Village Manager; Jini Turri, Village Clerk; Adam Sanchez, Public Works Director; Cade Hall, Fire Chief; Judi Starkovich, Finance Director; Eddie Ryan, Manager of Events and Strategic Partnerships; Zach Cook, Village Attorney; Austin Meuli, Asst. Fire Chief; Steven Minner, Police Chief; Robin Parks, Staff Accountant II; Levi Beaty, Project Manager; Randy Koehn, Water Production Manager; Ann Lowery, Police Admin Asst; Connie Tucker, Water Resource Director; David Tetreault, Parks & Rec Asst Director; Vyanca Vega, Project Coordinator; Jaqueline Pena, Water Resource Manager; Christy Coker, Purchasing Agent; Anthony Montes, Community Center Supervisor; Alex Koenig, Community Development Director; Eric Queller, Emergency Manager and David Myers, Building/Electrical Inspector. There were approximately 3 visitors in attendance.

1. Ratification of Lease Agreement on Real Property Located in Ruidoso Downs, Lincoln County, New Mexico.

Councilor Cory made a motion to ratify the lease agreement, Councilor Jackson seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

2. Discussion and Possible Action on Amendment to Task Order No. 3 with Souder, Miller & Associates for Preliminary and Final Design Services for Tank Rehabilitation Phase II ITB #2022-00-SMA-03, in the amount of \$91,857.68, Including NMGRT.

Councilor Jackson made a motion to approve the task order, Councilor Hooker seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

3. Discussion and Possible Action on Task Order #2024-003P-07 with Bohannon Huston Inc., for Restoration and Improvements to Various Roads and Drainage in the Upper Canyon and Ponderosa Heights Subdivisions in the Amount of \$362,947.43 Including NMGRT.

Councilor Lutterman made a motion to approve the task order, Councilor Eby seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

4. Discussion and Possible Action on Proposal from Rymarc Construction, Inc., for

McDaniel Road Repairs, Utilizing NM GSD Statewide Price Agreement No. 30-00000-23-00070, in the Amount of \$324,099.73 Including NMGR.T.

Councilor Jackson made a motion to approve the proposal, Councilor Cory seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

5. Discussion and Possible Action on Resolution 2025-23, A Resolution Approving Emergency Procurement for an Emergency Declaration in the Village of Ruidoso.

Councilor Hooker made a motion to approve the resolution, Councilor Jackson seconded the motion and upon a roll call vote of all in attendance voting "aye" the motion passed.

6. Update on Monsoon Season 2025 and Flooding Disaster Declaration.

Mayor Crawford and council members, along with the Village Manager and Deputy Manager discussed the events of the monsoon season. Judi Starkovich, Finance Director updated the council that the Village received a federal declaration for the flooding events. Judi stated that currently finance has open purchase orders for approximately three million dollars to cover emergency operation center expenses. Michael Martinez, Deputy Manager stated that approximately 409 homes have been impacted; 145 homes destroyed; 187 homes with significant damage; 45 homes with minor damage and that 240 of those homes were in the floodway.

7. CLOSED SESSION:

Councilor Jackson made a motion to recess into:

- Discussion of limited personnel matters. § 10-15-1.H.2, NMSA 1978.
- Discussion subject to the attorney-client privilege pertaining to threatened or pending litigation in which the Village of Ruidoso is or may become a participant. §10-15-1.H.7, NMSA 1978.
- Discussion of the purchase, acquisition, and/or disposal of real property and/or water rights by the Village of Ruidoso. § 10-15-1.H.8, NMSA 1978.

Councilor Hooker seconded and the motion carried with a roll call vote of all "ayes".

Mayor Lynn D. Crawford recessed the Regular Meeting and entered into Closed Session at 10:01 a.m.

Present in closed session were members of the Governing Body, Ronald L. Sena, Village Manager; Michael Martinez, Deputy Manager; Zach Cook, Village Attorney; and Jini S. Turri, Village Clerk.

Mayor Lynn D. Crawford adjourned the Closed Session and reconvened the Regular Meeting at 10:58 a.m.

Councilor Jackson moved to certify that matters discussed in the closed session were limited only to those specified in the motion for closure, Councilor Hooker seconded and the motion carried with a roll call vote of all "ayes".

Any action taken as a result of the closed session will be brought back into open

session.

ADJOURNMENT:

There being no further business to come before the Governing Body, Mayor Lynn D. Crawford adjourned the Regular Meeting at 10:59 a.m.

MINUTES ARE DRAFT UNTIL APPROVED:

Minutes were passed and approved on this 12th day of August, 2025.

APPROVED: _____
Lynn D. Crawford, Mayor

ATTEST: _____
Jini S. Turri, MMC, Village Clerk

**VILLAGE OF RUIDOSO
GOVERNING BODY, SPECIAL MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
JULY 29, 2025**

Mayor Pro Tem Salas called the Special Meeting of the Governing Body, Village of Ruidoso, to order at 10:00 a.m. by calling for a Moment of Silence and the Pledge of Allegiance/Salute to the State Flag. Councilors Eby, Hooker, Lutterman, Cory and Jackson were recorded present in person. Mayor Crawford was recorded absent. Municipal employees present in person were Ronald L. Sena, Village Manager; Michael Martinez, Deputy Village Manager; Jini Turri, Village Clerk; Yvonne Vigil, Deputy Clerk; Matthew Baird, Parks and Recreation Director; David Tetreault, Assistant Parks and Recreation Director; Adam Sanchez, Public Works Director; Judi Starkovich, Finance Director; Lee Baker, Airport Manager; Cade Hall, Fire Chief; Eddie Ryan, Manager of Events and Strategic Partnerships; and Steven Minner, Police Chief. Legal Counsel present was Zachary Cook. Municipal Employees present via Zoom were Anne Lowrey, Police Department Administrative Assistant; Anthony Montes, Community Center Manager; and Robin Parks, Staff Accountant II.

1. Discussion and Possible Action on Adoption of Resolution 2025-24, a Resolution Amending the Fiscal Year 2025 Budget (Quarter Ending June 30, 2025) for Certain Funds and Application to the Local Government Division (LGD) of the New Mexico Department of Finance and Administration (DFA) for Approval Thereof.

Judi Starkovich stated the following: Each quarter, the finance department reviewed changes to the budget; the reviewed were: revenues, personnel, operations, capital outlay, transfers in, transfers out, and cash for each fund; Department of Finance (DFA) required Council pass a resolution for all budget increases, decreases, and transfers between funds; the revision encompassed all budget changes processed April 1, 2025 through June 30, 2025 (Quarter 4 of FY 2025); the budget resolution was due to DFA on July 31, 2025; the resolution would serve as the fourth budget adjustment for FY 2025; and the Internal Finance Committee reviewed and recommended to approve the budget adjustment on July 25, 2025. Ms. Starkovich reviewed the changes in detail with Council.

Councilor Lutterman moved to Approve Adoption of Resolution 2025-24, a Resolution Amending the Fiscal Year 2025 Budget (Quarter Ending June 30, 2025) for Certain Funds and Application to the Local Government Division (LGD) of the New Mexico Department of Finance and Administration (DFA) for Approval Thereof. Councilor Jackson seconded and the motion carried with a roll call vote of all ayes.

2. Discussion and Possible Action on Adoption of Resolution 2025-25, a Resolution Approving the Final Quarter Financial Report for Fiscal Year Ending June 30, 2025 and Application to the Local Government Division (LGD) of the New Mexico Department of Finance and Administration (DFA) for the Approval Thereof.

Judi Starkovich stated the following: Each quarter, the Finance Department completed the Department of Finance (DFA) Quarterly Report; the report encompassed all budget adjustments processed during the quarter and reports balances for revenues, expenditures, and net transfers by fund type; there was a reconciliation of year-to-date transactions to cash balances for each fund; each report was due the last day of the subsequent month after the quarter end; the DFA required Council to pass a resolution approving the Fourth Quarter Report of a fiscal year; and the Village was able to present positive ending cash balances in all of its funds. Ms. Starkovich reviewed all adjustments with Council in detail.

Councilor Cory moved to Approve Adoption of Resolution 2025-25, a Resolution Approving the Final Quarter Financial Report for Fiscal Year Ending June 30, 2025 and Application to the Local Government Division (LGD) of the New Mexico Department of Finance and Administration (DFA) for the Approval Thereof. Councilor Jackson seconded and the motion carried with a roll call vote of all ayes.

3. Discussion and Possible Action of Adoption of Resolution 2025-26 a Resolution Accepting a Rural Air Service Enhancement Grant Agreement (Project No. SRR-26-02 From the New Mexico Department of Transportation Aviation Division in an Amount not to Exceed \$3,000,000

Lee Baker stated the following: The Village of Ruidoso was applying to the Federal Aviation Division for assistance to support regional air transportation services at the Sierra Blanca Regional Airport; the Division agreed to pay the State's share of 90% of the Village's allowable costs for operation of the procured air service; the maximum obligation of the Division under the grant agreement would be \$3,000,000; the Village would be responsible for any sums that exceed this amount; and the project was within the Village of Ruidoso's jurisdiction and was necessary for the public good and convenience to serve the users of the Sierra Blanca Regional Airport.

Councilor Hooker moved to Approve Resolution 2025-26 a Resolution Accepting a Rural Air Service Enhancement Grant Agreement (Project No. SRR-26-02 From the New Mexico Department of Transportation Aviation Division in an Amount not to Exceed \$3,000,000. Councilor Lutterman seconded and the motion carried with a roll call vote of all ayes.

4. Discussion and Possible Action on Award of RFP #2025-0013P to Advanced Air, LLC for Air Service Operator (ASO) for Sierra Blanca Regional Airport

Lee Baker stated the following: Legal Ads were placed in four newspapers: Ruidoso News, Lubbock Avalanche Journal, Las Cruces Sun News and Albuquerque Journal on May 29, 2025; the proposal submission deadline was July 1, 2025 at 3:00 pm; two firms drew down on the RFP from the Village of Ruidoso website; one proposal was received to be evaluated from Advanced Air, LLC; and a non-/mandatory pre-proposal conference was held on June 6, 2025 at 10:00 AM via Teams and at Village Hall and was attended by zero potential offerors.

Councilor Jackson moved to Approve Award of RFP #2025-0013P to Advanced Air, LLC for Air Service Operator (ASO) for Sierra Blanca Regional Airport. Councilor Hooker seconded and the motion carried with a roll call vote of all ayes.

ADJOURNMENT:

There being no further business to come before the Governing Body, Mayor Pro Tem Salas adjourned the Special Meeting at 10:39 a.m.

MINUTES ARE DRAFT UNTIL APPROVED:

Minutes were passed and approved on this 12th day of August, 2025.

APPROVED: _____
Lynn D. Crawford, Mayor

ATTEST: _____
Jini S. Turri, MMC, Village Clerk

**VILLAGE OF RUIDOSO
GOVERNING BODY, WORKSHOP MEETING
313 CREE MEADOWS DRIVE
RUIDOSO, NM 88345
AUGUST 5, 2025**

Mayor Crawford called the Workshop Meeting of the Governing Body, Village of Ruidoso to order at 8:00 a.m. Councilors Salas, Eby, Cory, Hooker and Lutterman were recorded present in person. Councilor Jackson was absent. Municipal employees present Ronald L. Sena, Village Manager; Michael Martinez, Deputy Village Manager; Jini S. Turri, Village Clerk; Eddie Ryan, Manager of Events and Strategic Planning; Matthew Baird, Parks and Recreation Director; Jaquelyne Pena, Water Resource Manager; Steven Minner, Police Chief; Stephanie Warren, GIS Coordinator/Planner; Cade Hall, Fire Chief; Judi Starkovich, Finance Director; Dianne Stabb, Library Manager; Anthony Montes, Community Center Manager; Steven Minner, Police Chief; Zach Cook, Village Attorney; and Constance Tucker, Water Resource Director. There was one visitor present.

1. Discussion on Adoption of Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

After brief discussion, it was the general consensus of the Village of Ruidoso Governing Body to list this item as a Consent Item for the August 12, 2025 Regular Council Meeting.

2. Discussion on Award of RFP #2025-012P to Able City, LLC for Comprehensive Master Planning and Economic Analysis Services.

After brief discussion, it was the general consensus of the Village of Ruidoso Governing Body to list this item as a Consent Item for the August 12, 2025 Regular Council Meeting.

3. Discussion on Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P in the amount of \$384,065.63 Including NMGR.

After brief discussion, it was the general consensus of the Village of Ruidoso Governing Body to list this item as a Regular Item for the August 12, 2025 Regular Council Meeting.

4. Discussion on Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00.

After brief discussion, it was the general consensus of the Village of Ruidoso Governing

Body to list this item as a Consent Item for the August 12, 2025 Regular Council Meeting.

ADJOURNMENT

There being no further business to come before the Governing Body, Mayor Crawford adjourned the workshop meeting at 8:25 a.m.

MINUTES ARE DRAFT UNTIL APPROVED ON:

Passed and approved on this 12th day of August, 2025.

APPROVED: _____
Lynn D. Crawford, Mayor

ATTEST: _____
Jini S. Turri, Village Clerk

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 2.

To: Mayor Crawford and Councilors

Presenter(s): Jini S. Turri, Village Clerk

Meeting Date: August 12, 2025

Re: Approval of Certificate of Records Destruction No. 2025-03

Item Summary:

Approval of Certificate of Records Destruction No. 2025-03

Financial Impact:

N/A

Item Discussion:

Certificate of Records Destruction No. 2025-03

Recommendations:

To Approve Certificate of Records Destruction No. 2025-03

ATTACHMENTS:

Description

Certificate No. 2025-03



CERTIFICATE OF RECORDS DESTRUCTION NO. 2025-03

Village of Resolution 2021-39 Municipal Records Retention Policy Guidelines, authorizes the destruction of certain records that have reached their retention date.

Per Resolution 2021-39, the following records will be destroyed by shredding through the services of Vital Records Control (VRC) a bonded, certified and secured records destruction company.

See Attachment "A"

Approval for destruction of noted records was approved by the Governing Body of the Village of Ruidoso on the 12th day of August, 2025.

Lynn D. Crawford – Mayor

Jini S. Turri, MMC, Village Clerk

Attachment “A”

Records No.	Record Series Name	Description	Retention Period	Dept.
18.03.018	Payroll Files	Time Sheets 2010 - 2011**	3 Years after Audit Report	Finance
18.01.039	Public (IPRA) Record Files	Municipal Court Data Driven Records Requests 2018-2019-2021-2022-2023	1 year after close of case	General
18.06.006	Election Administration Files	2020 Election Voting Permits- 2022 Election Voting Permits- Voting Number Tapes- Daily Reporting Forms- End of Day Reports – Election Board Oaths of Office	After Canvass of Votes of the Election	Clerk

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 3.

To: Mayor Crawford and Councilors

Presenter(s): Jini S. Turri, Village Clerk

Meeting Date: August 12, 2025

Re: Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Restaurant B -Beer, Wine and Spirits Liquor License with On Premises Consumption Only with Patio Service for Grill Caliente located at 2800 Sudderth Dr., Ruidoso, New Mexico.

Item Summary:

Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Restaurant B -Beer, Wine and Spirits Liquor License with On Premises Consumption Only with Patio Service for Grill Caliente located at 2800 Sudderth Dr., Ruidoso, New Mexico.

Financial Impact:

There will be a positive impact of \$250.00 a year for renewals.

Item Discussion:

A Public Hearing for September 9, 2025, for Consideration of a Restaurant B -Beer, Wine and Spirits Liquor License with On Premises Consumption Only with Patio Service for Grill Caliente located at 2800 Sudderth Dr., Ruidoso, New Mexico

Recommendations:

To Approve Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Restaurant B -Beer, Wine and Spirits Liquor License with On Premises Consumption Only with Patio Service for Grill Caliente located at 2800 Sudderth Dr., Ruidoso, New Mexico.

ATTACHMENTS:

Description

Liquor License Application - Grill Caliente

July 15, 2025

Certified Mail No.: 7021 2720 0001 2204 5685

Village of Ruidoso

Jini S. Turri, Village Clerk
313 Cree Meadows Rd.
Ruidoso, NM 88345

Lic. No. /Appl. No.: BLA-0000009922
Name of Applicant: Grill Caliente, LLC
Doing Business As: Grill Caliente
Proposed Location: 2800 Sudderth Drive, Ruidoso, New Mexico 88345

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

Notice of the Public Hearing required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer”, we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and

regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

THE APPLICANT IS SEEKING RESTAURANT B – BEER, WINE AND SPIRITS LIQUOR LICENSE WITH ON PREMISES CONSUMPTION ONLY WITH PATIO SERVICE

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Charmaine Martinez

Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 795-4942 Fax: (505) 476-4595
Email: Charmaine.Martinez2@rld.nm.gov

Enclosures:

1. Page 1 (Business Information Page) *(must be signed and returned w/notices of publication)*
2. Page 2 of the Application (Premises Information Page)
3. Copy of the Zoning Statement
4. Copy of Floor Plan



Alcoholic Beverage Control Division
Restaurant B Intake Application
Application Number: BLA-0000009922



Business Information

Business Information

Business Name: Grill Caliente LLC
Business Structure: Limited Liability Company
State Tax ID Number: XX-XXXXX8-00-7
Business Email: grillcalientenm@gmail.com

Type of Business: Alcohol
FEIN: XX-XXX3101

Business Phone: 5756300224

Contact Person Information

Contact Person Name: Kendal Trujillo
Contact Person Email: krbuser1@aol.com

Contact Person Phone: 5756391710

Business Mailing Address

Mailing Street: 2800 Sudderth Dr
Mailing State: NM
Mailing Country: US

Mailing City: RUIDOSO
Mailing Zip Code: 88345

Local Option District Use Only: Local Governing Body of _____ City, County, Village

Public Hearing held on _____ 20 _____ Please check one: ☐ Approved ☐ Disapproved

Signature of City/County Official: _____ Title: _____

Alcoholic Beverage Control Division Use Only: ☐ Approved ☐ Disapproved _____

Signed by Director: _____ Date: _____



Alcoholic Beverage Control Division
Restaurant B Intake Application
Application Number: BLA-0000009922



Premises Information

Premises DBA

Premises Doing Business As (DBA): GRILL CALIENTE

Proposed Premises Physical Address

Physical Street: 2800 SUDDERTH DRIVE

Physical Zip Code: 88345

Physical County: Lincoln

Local Option District: Ruidoso

Physical City: Ruidoso

Physical State: New Mexico

"Local Option District" means a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality that falls within a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality of over five thousand population that has independently voted to approve the sale, serving or public consumption of alcoholic beverages under the terms of the Liquor Control Act or any former act.

Ownership

The land and building which is proposed to be the licensed premises is: Leased by Applicant

The following information is required to ensure the issuance of a license to this location will not result in the violation of a county or municipal ordinance.

Specify Owner(s) of the land and building: Gerard D Blitz on behalf of Ski Techniques Inc

Specify Date and Terms of Lease/Operating Agreement: Date 03/31/2025, Terms of Lease for premises at 2800 Sudderth Dr Ruidoso, NM 88345 for April 1, 2025-March 31, 2026- \$4584/month and April 1, 2026-March 31, 2027 at \$4800/month with 4 renewal options at 2 years each

Zoning

Is the proposed premises location zoned? Yes

You will be required to upload "Copy of Zoning Statement" issued by the local municipality or county. If not applicable, you will be required to upload "Copy of Zoning Statement" or Letter from local government to indicate that there is no zoning for the proposed location.

Specify the zone for proposed premises location (example C-1): C-2

Distance from nearest School

Name of School: Ruidoso High School

School City: Ruidoso

School Zip Code: 88345

School Distance (in feet): More than 1000

School Street: 125 Warrior Drive

School State: New Mexico

School Country: United States

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the school.

Distance from nearest Church

Name of Church: Gateway Church

Church City: Ruidoso

Church Zip Code: 88345

Church Distance (in feet): More than 1000

Church Street: 415 Sudderth Drive

Church State: New Mexico

Church Country: United States

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the church.



Alcoholic Beverage Control Division
Restaurant B Intake Application
Application Number: BLA-0000009922



Premises Information 2

Please specify the appropriate option for the premises that you have specified in the application?

- ☐ A license has never been issued to the location of the proposed premises.
- ☐ A license was once issued to the location of the proposed premises but is no longer being operated at the location.
- ☐ Alcohol operations are currently being performed at the proposed premises by the applicant business.
- ☒ Alcohol operations are currently being performed at the proposed premises by a business other than the applicant business.

Please provide more details for the option selected in above question?

You can specify more details such as license has become expired non-renewable, business ownership has changed, planning to extend operations of existing premises or planning to buy premises etc.

Business ownership is changing from Modern Entertaining, LLC DBA Grill Caliente to Grill Caliente LLC

Licenses at Proposed Premises

Please specify the active New Mexico licenses currently held by the proposed premises.

If you need to view, edit, or delete any records, click the down arrow under action for that specific record.

License Number: 000799

License Type: Restaurant

Questions

Has the applicant business ever had a liquor license denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state or jurisdiction?	No
Has the structure and/or ownership disclosure for the applicant business changed since last reported to the department?	No
Does the applicant business own any (direct/indirect) interest in a liquor license?	No



Alcoholic Beverage Control Division
Restaurant B Intake Application
Application Number: BLA-0000009922



Payment

Fee Name	Fee Amount
Application Fee	200.00
Resident Agent Fee	50.00
Total Fee Amount:	250.00

Attestation/Oath

Under penalty of perjury, I hereby depose and state that I am the person identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

Attestation Signature: Kendal Trujillo on behalf of Grill Caliente Date: 05/02/2025
LLC

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 4.

To: Mayor Crawford and Councilors

Presenter(s): Jini S. Turri, Village Clerk

Meeting Date: August 12, 2025

Re: Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Small Brewer Off-Site Location Liquor License for Lost Hiker Brewing Company located at 2356 Sudderth Dr., Ruidoso, New Mexico.

Item Summary:

Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Small Brewer Off-Site Location Liquor License for Lost Hiker Brewing Company located at 2356 Sudderth Dr., Ruidoso, New Mexico.

Financial Impact:

There will be a positive impact of \$250.00 a year for renewals.

Item Discussion:

A Small Brewer Off-Site Location Liquor License for Lost Hiker Brewing Company located at 2356 Sudderth Dr., Ruidoso, New Mexico

Recommendations:

To Approve Request to Schedule a Public Hearing for September 9, 2025, for Consideration of a Small Brewer Off-Site Location Liquor License for Lost Hiker Brewing Company located at 2356 Sudderth Dr., Ruidoso, New Mexico.

ATTACHMENTS:

Description

Liquor License Application - Lost Hiker

July 29, 2025

USPS Certified Mail No.: 7021 2720 0001 2205 0009

7021 2720 0001 2205 0009

Village of Ruidoso

Attn: Jini S. Turri, Village Clerk

313 Cree Meadows Dr.

Ruidoso, NM 88355

License No. Appl. No.:	Application #BLA-9216
Name of Applicant:	LH Brewing, LLC
Doing Business As:	Lost Hiker Brewing Co.
Proposed Location:	2536 Sudderth, Ruidoso, NM 88345

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body. The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted. The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, the Notice shall also be published on the website.

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer”, we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;



ABC has no preference in the option you choose.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

The Applicant is seeking a SMALL BREWER OFF-SITE LOCATION Liquor License.

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,

Tammy M. Sandoval

Tammy M. Sandoval

Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 476-4548 | Fax: (505) 476-4595
Email: Tammy.Sandoval@rld.nm.gov

Enclosures:

1. Original Application (*Page 1 must be signed and returned LOD Approval Letter and both Notices of Publication*)
2. Copy of the Zoning Statement





Alcoholic Beverage Control Division
Small Brewer Off-Site Intake Application
Application Number: BLA-0000009216



Business Information

Business Information

Business Name: LH Brewing, LLC
Business Structure: Limited Liability Company
State Tax ID Number: XX-XXXXXX5-00-6
Business Email: steve.swangstu@losthikerbrewing.com
Type of Business: Alcohol
FEIN: XX-XXX7425
Business Phone: 5754549258

Contact Person Information

Contact Person Name: Steve Swangstu
Contact Person Email: steve.swangstu@losthikerbrewing.com
Contact Person Phone: 5754549258

Business Mailing Address

Mailing Street: 113 Grindstone Canyon Road
Mailing State: NM
Mailing Country: US
Mailing City: Ruidoso
Mailing Zip Code: 88345

Local Option District Use Only: Local Governing Body of _____ City, County, Village

Public Hearing held on _____ 20 _____ Please check one: ☐ Approved ☐ Disapproved

Signature of City/County Official: _____ Title: _____

Alcoholic Beverage Control Division Use Only: ☐ Approved ☐ Disapproved _____

Signed by Director: _____ Date: _____



Alcoholic Beverage Control Division
Small Brewer Off-Site Intake Application
Application Number: BLA-0000009216



Premises Information

Premises DBA

Premises Doing Business As (DBA): LOST HIKER BREWING CO.

Proposed Premises Physical Address

Physical Street: 2536 Sudderth

Physical Zip Code: 88345

Physical County: Lincoln

Local Option District: Ruidoso

Physical City: Ruidoso

Physical State: New Mexico

"Local Option District" means a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality that falls within a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality of over five thousand population that has independently voted to approve the sale, serving or public consumption of alcoholic beverages under the terms of the Liquor Control Act or any former act.

Ownership

The land and building which is proposed to be the licensed premises is: Other

The following information is required to ensure the issuance of a license to this location will not result in the violation of a county or municipal ordinance.

Other (provide details): In accordance with the purchase agreement, LH Brewing LLC will assume the lease currently held by Lost Hiker Brewing Co

Specify Owner(s) of the land and building: Jenny

Specify Date and Terms of Lease/Operating Agreement: No lease has been signed yet.

Zoning

Is the proposed premises location zoned? Yes

You will be required to upload "Copy of Zoning Statement" issued by the local municipality or county. If not applicable, you will be required to upload "Copy of Zoning Statement" or Letter from local government to indicate that there is no zoning for the proposed location.

Specify the zone for proposed premises location (example C-1): C-1

Distance from nearest School

Name of School: .Region Nine Education Cooperative

School City: .Ruidoso

School Zip Code: 88345

School Distance (in feet): More than 1000

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the school.

School Street: 2002 Sudderth

School State: New Mexico

School Country: United States

Distance from nearest Church

Name of Church: River Crossing Ministries

Church City: Ruidoso

Church Zip Code: 88345

Church Distance (in feet): More than 1000

Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the church.

Church Street: 1950 Sudderth

Church State: New Mexico

Church Country: United States



Alcoholic Beverage Control Division
Small Brewer Off-Site Intake Application
Application Number: BLA-0000009216



Premises Information 2

Please specify the appropriate option for the premises that you have specified in the application?

- ☐ A license has never been issued to the location of the proposed premises.
- ☐ A license was once issued to the location of the proposed premises but is no longer being operated at the location.
- ☐ Alcohol operations are currently being performed at the proposed premises by the applicant business.
- ☒ Alcohol operations are currently being performed at the proposed premises by a business other than the applicant business.

Please provide more details for the option selected in above question?

You can specify more details such as license has become expired non-renewable, business ownership has changed, planning to extend operations of existing premises or planning to buy premises etc.

Our business is in the process of purchasing the business that is currently operating at the proposed location.

Licenses at Proposed Premises

Please specify the active New Mexico licenses currently held by the proposed premises.

If you need to view, edit, or delete any records, click the down arrow under action for that specific record.

License Number: 69063

License Type: Small Brewer

Questions

Has the applicant business ever had a liquor license denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state or jurisdiction?	No
Has the structure and/or ownership disclosure for the applicant business changed since last reported to the department?	No
Does the applicant business own any (direct/indirect) interest in a liquor license?	No



Alcoholic Beverage Control Division
Small Brewer Off-Site Intake Application
Application Number: BLA-0000009216



Payment

Fee Name	Fee Amount
Application Fee	200.00
Resident Agent Fee	50.00
Total Fee Amount:	250.00

Attestation/Oath

Under penalty of perjury, I hereby depose and state that I am the person identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

Attestation Signature: Steven Swangstu

Date: 04/08/2025

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 5.

To: Mayor Crawford and Councilors

Presenter(s): Cade Hall, Fire Chief
Judi Starkovich, finance Director

Meeting Date: August 12, 2025

Re: Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of Ordinance 2025-05, an Ordinance Authorizing the Execution and Delivery of a Loan Agreement and Intercept Agreement by and Between the Village of Ruidoso and the New Mexico Finance Authority in the Amount of \$1,502,424.00, Together with Interest Thereon for the Purpose of Purchasing Two Class A Pumper Fire Trucks and Authorizing the Taking of Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement.

Item Summary:

Approval of Request to Schedule a Public Hearing for September 9, 2025, for Consideration of Ordinance 2025-05, an Ordinance Authorizing the Execution and Delivery of a Loan Agreement and Intercept Agreement by and Between the Village of Ruidoso and the New Mexico Finance Authority in the Amount of \$1,502,424.00, Together with Interest Thereon for the Purpose of Purchasing Two Class A Pumper Fire Trucks and Authorizing the Taking of Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement.

Financial Impact:

*

Item Discussion:

A Public Hearing for September 9, 2025, for Consideration of Ordinance 2025-05, an Ordinance Authorizing the Execution and Delivery of a Loan Agreement and Intercept Agreement by and Between the Village of Ruidoso and the New Mexico Finance Authority in the Amount of \$1,502,424.00, Together With Interest thereon for the Purpose of Purchasing Two Class A Pumper Fire Trucks and Authorizing the Taking of Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement

Recommendations:

To Approve Request to Schedule a Public Hearing for September 9, 2025, for Consideration of Ordinance 2025-05, an Ordinance Authorizing the Execution and Delivery of a Loan Agreement

and Intercept Agreement by and Between the Village of Ruidoso and the New Mexico Finance Authority in the Amount of \$1,502,424.00, Together with Interest Thereon for the Purpose of Purchasing Two Class A Pumper Fire Trucks and Authorizing the Taking of Actions in Connection with the Execution and Delivery of the Loan Agreement and Intercept Agreement.

ATTACHMENTS:

Description

Notice of Hearing

VILLAGE OF RUIDOSO, NEW MEXICO
NOTICE OF MEETING AND INTENT TO ADOPT ORDINANCE

The Village of Ruidoso, New Mexico, hereby gives notice of a regular Village Council meeting on Tuesday, September 9, 2025 at 1:00 p.m., at the Village Hall, 313 Cree Meadows Drive, Ruidoso, New Mexico 88345. At such meeting the Village Council will hold a public hearing concerning and will consider for adoption the Ordinance described below. A complete copy of the proposed Ordinance is available for public inspection during the normal and regular business hours of the Village Clerk, 313 Cree Meadows Drive, Ruidoso, New Mexico 88345.

The title of the proposed Ordinance is:

VILLAGE OF RUIDOSO, NEW MEXICO
ORDINANCE NO. 2025-05

AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT AND INTERCEPT AGREEMENT BY AND BETWEEN THE VILLAGE OF RUIDOSO, NEW MEXICO (THE “GOVERNMENTAL UNIT”) AND THE NEW MEXICO FINANCE AUTHORITY (THE “FINANCE AUTHORITY”), EVIDENCING A SPECIAL, LIMITED OBLIGATION OF THE GOVERNMENTAL UNIT TO PAY A PRINCIPAL AMOUNT OF \$1,502,424 TOGETHER WITH INTEREST THEREON, FOR THE PURPOSE OF PURCHASING TWO CLASS A PUMPER FIRE TRUCKS FOR THE VILLAGE OF RUIDOSO; PROVIDING FOR THE PLEDGE AND PAYMENT OF THE PRINCIPAL AND INTEREST DUE UNDER THE LOAN AGREEMENT SOLELY FROM THE STATE FIRE PROTECTION FUND REVENUES DISTRIBUTED BY THE STATE TREASURER TO THE GOVERNMENTAL UNIT PURSUANT TO SECTION 59A-53-7, NMSA 1978; PROVIDING FOR THE DISTRIBUTION OF STATE FIRE PROTECTION FUND REVENUES TO BE REDIRECTED BY THE STATE TREASURER TO THE FINANCE AUTHORITY OR ITS ASSIGNS FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT PURSUANT TO AN INTERCEPT AGREEMENT; APPROVING THE FORM AND TERMS OF, AND OTHER DETAILS CONCERNING THE LOAN AGREEMENT AND INTERCEPT AGREEMENT; SETTING THE MAXIMUM INTEREST RATE OF THE LOAN; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT AND INTERCEPT AGREEMENT.

A general summary of the subject matter of the Ordinance is contained in its title. This Notice constitutes compliance with Section 3-17-3, NMSA 1978, as amended.

Jini S. Turri, Village Clerk
Village of Ruidoso, New Mexico

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 6.

To: Mayor Crawford and Councilors

Presenter(s): Ronald L. Sena, Village Manager

Meeting Date: August 12, 2025

Re: Approval on Adoption of Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

Item Summary:

Approval on Adoption of Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

Financial Impact:

The expenditure is currently budgeted in the General Fund's Legislative Department's Dues and Subscriptions line item (101-010-51002).

Item Discussion:

Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

Recommendations:

To Approve Resolution 2025-27 a Resolution Approving an Agreement Setting Forth the Terms and Conditions of Active Membership with the Southeastern New Mexico Economic Development District/Council of Governments in the Amount of \$2,450.00.

ATTACHMENTS:

Description

Resolution 2025-27

Agreement

Workplan

Letter and Due Structure

WHEREAS, the Village of Ruidoso hereinafter referred to as the Municipality, is a member of and desires the services of the Southeastern New Mexico Economic Development District/COG, and

WHEREAS, in accordance with article 58, section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/COG is required, and

WHEREAS, it is the desire of the Municipality to continue as an active member of the Southeastern New Mexico Economic Development District/COG.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF RUIDOSO THAT:

1. The Agreement attached to the Resolution expressed the desires and intent of the Municipality.
2. The Agreement attached is hereby ratified and approved and the proper official(s) of the Municipality are hereby authorized and instructed to affix their signature (s) thereto.
3. A copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/COG; and shall be made a part of the budget documentation of the Municipality.

DONE THIS _____ day of _____, 2025, at

Village of Ruidoso
New Mexico

ATTEST:

Mayor

Clerk

AGREEMENT

This Agreement, entered into by and between the Southeastern New Mexico Economic Development District/COG (hereinafter known as the "District") and the Village of Ruidoso a member of said District (hereinafter known as the "Member") is as follows:

I. The District agrees to provide the following services to the Member upon request and final approval of the District budget:

- A. Undertake studies, collect data and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities and the general improvement of living and working environments.
- B. Furnish technical and management assistance in the development of planning activities.
- C. Coordinate local planning with that of other Members of the District and the State.
- D. Assist in community and economic development, transportation and public works projects.
- E. Assist member governments with their legislative activities.
- F. Assist in the preparation of applications for funding under various state, federal and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administrate project.
- G. Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- H. Engage in such other activities as are necessary to improve area development and address regional problems.

II. The Member agrees to the following:

- A. To remain an active member of the District.
- B. To make an annual contribution of \$ 2,450.00 to the District as recognition of active membership.

Entered into this _____ day of _____, 2025, at

ATTEST:

New Mexico

Clerk

Mayor/Commission Chairman

ATTEST:

SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT/COG

Dora Batista
Dora Batista, Board Secretary

Sam Seely
Sam Seely, Board President

Southeastern New Mexico Economic Development District/ Council of Governments

FY 2026-2027 DFA ANNUAL WORK PLAN

State of New Mexico Grant-In-Aid Program

The following are measurable functions and tasks the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) will complete in fulfillment of its obligation to its member governments and the State of New Mexico Department of Finance and Administration-Local Government Division to provide planning, technical assistance and capacity building services to local governments in southeastern New Mexico.

Function 1. Submit reports, budgets, and planning outcomes to the Local Government Division.

- Task 1.1** Prior to July 1, 2025 submit a Board approved Annual Work and Operations Budget to the Local Government Division
- Task 1.2** Submit payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter
- Task 1.3** Provide professional development training opportunities to staff
- Task 1.4** Schedule and include as an agenda item for each quarterly meeting of the Board of Directors training or information to benefit local elected officials such as speakers from agencies of interest, legislators, or upcoming training or meetings
- Task 1.5** Attend and participate, when possible, regularly scheduled meetings of member governments; special purpose meetings; and other relevant events
- Task 1.6** Participate in NewMarc (NM Association of Regional Councils); SWREDA (Southwest Regional Executive Directors Association); and the National Association of Development Organizations (NADO)

Function 2. Provide local governments with capacity building, technical assistance and information on federal and state available funding

- Task 2.1** Inform members regularly of local, state and federal funding opportunities such as CDBG, EDA, USDA, CIF and other funding programs, rule changes and Notifications of Funding Assistance (NOFA) including Disaster Recovery and Stimulus funds when available
- Task 2.2** Inform members of State available funds such as Matching Funds, Cost Overruns, Outdoor Recreation; NMDOT programs, etc
- Task 2.3** Assist with funding assistance applications for members upon their request including the conducting of public hearings if necessary. Coordinate presentations to the Community Development Council and Colonias Infrastructure Fund Board by our member governments seeking CDBG or CIF funding
- Task 2.4** Provide Grant Administration and Technical Assistance to member governments upon approval of a contractual agreement between the local government and the funding agency. A contract between SNMEDD and the local municipality/county can be negotiated for grant administration
- Task 2.5** Act as Fiscal Agent to those municipalities/counties that have deficiencies in their audit and would not be able to receive funding from capital outlay or grants otherwise
- Task 2.6** Assist local governments with the seeking of funds for updating comprehensive plans, creating asset management plans and participate in public input meetings

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

- Task 3.1** Assist with ICIP training to the extent needed that will be presented to local governments and others by DFA/LGD staff
- Task 3.2** Assist and provide local governments technical assistance with the development and submittal of the ICIP as needed. Encourage the submission and participation of the ICIP to our municipalities/counties and its relevance to the Capital Outlay process
- Task 3.3** Encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP
- Task 3.4** Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans

Task 3.5 Have staff attend and encourage local government members to attend, the annual New Mexico Infrastructure Finance Conference and other relevant conferences

Task 3.6 Conduct regional clearinghouse review, as may be necessary for all applications per the Intergovernmental Cooperation Act of 1968 and Section 204 of the Demonstration Cities and Metropolitan Act of 1966, as amended, a grant applicant requesting federal funding should send its proposed project to the States' planning agencies

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

Task 4.1 Assist local entities seeking assistance in the preparation and submission of capital outlay request forms through informational workshops and direct application technical assistance

Task 4.2 Work with Legislators throughout the region on locally established capital improvement priorities by holding public hearings in each county and allowing municipalities and counties the opportunity to present potential projects to their legislators. Assist with reauthorizations.

Task 4.3 Prepare a preliminary spreadsheet of projects submitted by local municipalities/counties and other entities who applied through the capital outlay portal, and submit to local legislators

Task 4.4 Track capital outlay legislation relevant to community development, infrastructure improvement projects and project planning and programming. Assist legislators during the legislative session with capital outlay and other assistance they may need

Task 4.5 Participate in State funding programs such as NM Gro to the extent mandated by the State

Function 5. Rural Support—Build capacity of local governments, rural water associations and other rural organizations.

Task 5.1 Provide assistance to rural water associations, community ditches, acequias and other non-members on capital project planning. Assistance may be based on a Board approved fee for service schedule

Task 5.2 Engage rural members and non-members requesting assistance in “project prospectus development”, develop, review and vet projects seeking funding sources to meet specific project needs

- Task 5.3** Invite rural water associations and other non-member organizations in each county to capital improvement hearings or meetings that would be beneficial
- Task 5.4** Provide opportunities and information for local municipal/county staff and/or elected officials to attend capacity building training, workshops and conferences sponsored by state, regional and national planning and development organizations and funding sources
- Task 5.5** Provide public relations for the SNMEDD and local governments through actions and media dissemination
- Task 5.6** Apply for technical assistance and capacity building funds to provide services to our region

Function 6. Transportation—Provide local governments with assistance to improve the region's transportation system for the efficient movement of goods, services, and people.

- Task 6.1** Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region
- Task 6.2** Maintain transportation-related technical information on the website, as available, to assist local governments and others in packaging applications that improve the infrastructure of the region
- Task 6.3** Provide orientations or similar training to newly appointed RPO members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees
- Task 6.4** Meet with local elected officials, informing them of the transportation-related programs and activities available to them through the Southeastern Regional Planning Organization (SERTPO) encouraging their input in regional transportation planning
- Task 6.5** Maintain and provide the SERTPO regional transportation planning function in concert with the New Mexico Department of Transportation
- Task 6.6** Organize, schedule and host SERTPO Policy Committee and Technical Committee meetings

Function 7. Provide economic resource data to the region and support Industry Clusters and workforce development

- Task 7.1** Prepare a Comprehensive Economic Development Strategy update for submittal to our local government members and the Economic Development Administration (EDA) under the guidance and rules established by EDA.
- Task 7.2** Provide US Census/CEDS/Regional data information and support for the region as a US Census Bureau Affiliate and Regional Planning organization. Post results of studies or analysis on SNMEDD website and make data available to our region for applications and reports
- Task 7.3** Meet regularly with the region's five economic development corporation/entities to gather and share information.
- Task 7.4** Support the top five industry clusters in our region: Energy; Agriculture; Tourism; Defense & Security; and Transportation
- Task 7.5** Support and promote local agriculture and related value added industries
- Task 7.6** Work with the Small Business Development Centers in our region
- Task 7.7** Attend Eastern Area Workforce Board Meetings and provide information to the chief elected officials



Dora Batista
Executive Director

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT**

COUNCIL OF GOVERNMENTS

1600 SE Main, Suite D
Roswell, NM 88203
Phone: (575) 624-6131
Fax: (575) 624-6134
www.snmedd.com

July 2, 2025

Lynn Crawford, Mayor
313 Cree Meadows
Ruidoso, NM 88345

Dear Mayor Crawford:

With regard to your annual membership in the District for the 2025-2026 fiscal year, we have enclosed the following:

- I. **AGREEMENT** – required by the Department of Finance and Administration for disbursement of local funds and which conforms to state regulations. Two copies are enclosed. After the Agreement has been executed, please keep one copy and return one to our office.
- II. **RESOLUTION** – upon approval by your council or commission, it is to be signed, attached to and distributed with the attached Agreement.
- III. **2025-2026 ASSESSMENT SCHEDULE AND BUDGET FOR 2025-2026** enclosed for your information.
- IV. **WORK PROGRAM FOR STATE APPROPRIATED FUNDS** – enclosed for your information.
- V. **INVOICE** – enclosed for billing and bookkeeping purposes. Please return one copy with your check.

The most recent audit and financial statements are available upon request.

As you know, we are in the process of finalizing the SNMEDD/COG budget for the coming year and your prompt attention is greatly appreciated.

If you have any questions or require further information, please feel free to contact me. Thank you for your support and letting us serve you.

Sincerely,

Dora Batista
Executive Director

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER	<u>2024-2025</u> <u>CURRENT</u>	<u>2025-2026</u> <u>PROPOSED</u>
Chaves County	\$8,000	\$8,000
Eddy County	\$8,000	\$8,000
Lea County	\$8,000	\$8,000
Lincoln County	\$7,000	\$7,000
Otero County	\$8,000	\$8,000
Town of Dexter	\$1,000	\$1,000
Town of Hagerman	\$1,000	\$1,000
Town of Lake Arthur	\$1,000	\$1,000
City of Roswell	\$13,588	\$13,588
City of Artesia	\$3,450	\$3,450
City of Carlsbad	\$7,641	\$7,641
Village of Hope	\$1,000	\$1,000
Village of Loving	\$1,000	\$1,000
City of Eunice	\$1,000	\$1,000
City of Hobbs	\$10,237	\$10,237
City of Jal	\$1,000	\$1,000
City of Lovington	\$3,303	\$3,303
Town of Tatum	\$1,000	\$1,000
Village of Capitan	\$1,000	\$1,000
Town of Carrizozo	\$1,000	\$1,000
Village of Corona	\$1,000	\$1,000
Village of Ruidoso	\$2,450	\$2,450
City of Ruidoso Downs	\$1,000	\$1,000
City of Alamogordo	\$9,121	\$9,121
Village of Cloudcroft	\$1,000	\$1,000
Village of Tularosa	\$1,000	\$1,000
Mescalero Apache Tribe	\$1,000	\$1,000
TOTALS:	\$103,790	\$103,790

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 7.

To: Mayor Crawford and Councilors

Presenter(s): Michael Martinez, Deputy Village Manager
Alex Koenig, Community Development Director
Christy Coker, Purchasing Agent

Meeting Date: August 12, 2025

Re: Approval of Award of RFP #2025-012P to Able City, LLC for Comprehensive Master Planning and Economic Analysis Services.

Item Summary:

Approval of Award of RFP #2025-012P to Able City, LLC for Comprehensive Master Planning and Economic Analysis Services.

Financial Impact:

The Comprehensive Plan Update will set forth a vision and policy recommendations to guide the development of the Village to maintain the characteristics that have shaped Ruidoso while positioning the community for continued prosperity. Along with the economic analysis for various development scenarios, the Comprehensive Plan will allow for current and future policymakers and investors to be informed on the consensus direction that the Village intends to pursue.

Item Discussion:

Legal Ads were placed in five (5) newspapers: Ruidoso News, Roswell Daily Record, Las Cruces Sun News, Albuquerque Journal, and Lubbock Avalanche on May 8, 2025.

Thirty-nine (39) firms drew down on the RFP from the Village of Ruidoso website.

A pre-proposal conference was held on May 15, 2025 at 10am at Village Hall and also via Zoom.

Six (6) firms submitted the Acknowledgement of Receipt Form indicating their intent to submit a proposal: LEC Engineering, Inc. d/b/a LOI Engineers, Nine Degrees Architecture & Design, Inc., HDR Engineering Inc., Architectural Research Consultants, Inc., Wilson & Company Inc., and Sites Southwest LLC.

One (1) addendum was issued for this procurement.

The Proposal Submission Deadline was June 26, 2025.

Six (6) Proposals were received to be evaluated:

- Able City, LLC
- Architectural Research Consultants, Inc.
- LEC Engineering, Inc. d/b/a LOI Engineers
- Sites Southwest LLC
- Urban Alchemy Collective
- Wilson & Company Inc.

The Committee discussed the responses of each evaluation criteria and references provided, then collectively scored each proposal for Firm History and Experience, Key Personnel Experience, Understanding of Scope of Work & Existing Community Conditions, Proposed Public Engagement Plan, Economic Analysis Capabilities, Unique Design & Technical Capabilities, and References

Recommendations:

To Approve Award of RFP 2025-012P for Comprehensive Master Planning and Economic Analysis to Able City, LLC.

ATTACHMENTS:

Description

RFP 2025-12P Committee Report

RFP 2025-12P Scoring Summary

EVALUATION COMMITTEE REPORT	
RFP TITLE	Comprehensive Master Planning and Economic Analysis Services
RFP NUMBER	2025-012P
DATE OF REPORT	7/22/25
AUTHOR	Christy Coker
AUTHOR	575-258-4343 Ext. 1081
PHONE/EMAIL	purchasing@ruidoso-nm.gov

The purpose of this report is to concisely summarize the activity and recommendations of the evaluation committee process. The Evaluation Committee Report will be:

written by the purchasing lead or designee,
 approved by the evaluation committee,
 signed by the evaluation committee,
 And become part of the procurement file.

Section 1. RFP SCOPE OF SERVICES

The Village of Ruidoso is requesting sealed qualification-based proposals for the procurement of a firm or lead firm with subcontractors to update and revise the Village of Ruidoso Comprehensive Plan through a robust public engagement effort to include visioning, consensus-building, alternative development scenarios, and economic analysis.

The Village is conducting a single-award RFP. It is anticipated that award under this RFP will result in a Professional Services Contract that will be for an initial term of one-year with the option to renew for up to three (3) additional one-year terms.

A full description of the scope of work is located in Appendix F of the RFP.

Section 2. SUMMARY OF RFP DEVELOPMENT PROCESS

Legal Ads were placed in five (5) newspapers: Ruidoso News, Roswell Daily Record, Las Cruces Sun News, Albuquerque Journal, and Lubbock Avalanche on 5/8/25.

Thirty-nine (39) firms drew down on the RFP from the Village of Ruidoso website.

Pre-proposal conference was held on 5/15/2025 at 10 am both in person and via zoom.

Six (6) firms submitted the Acknowledgement of Receipt Form indicating their intent to submit a proposal: LEC Engineering, Inc. d/b/a LOI Engineers, Nine Degrees Architecture & Design, Inc., HDR Engineering, Inc., Architectural Research Consultants, Inc., Wilson & Company Inc., Sites Southwest LLC

One (1) addendum was issued for this procurement.

Section 3. SUMMARY OF RFP EVALUATION PROCESS

Six (6) Proposals were received to be evaluated:

- Able City, LLC
- Architectural Research Consultants, Inc
- LEC Engineering, Inc. d/b/a LOI Engineers
- Sites Southwest LLC
- Urban Alchemy Collective
- Wilson & Company Inc

The committee discussed the responses of each evaluation criteria and references provided, then collectively scored the proposal for:

- **Offeror's Firm History & Experience – 10 Possible Points**
 - Offerors shall submit a statement summarizing the company history of the firm and all subcontractors, if applicable. The statement should also describe with examples how the Offeror has successfully provided the desired expertise for projects similar to work related to this RFP.
- **Proposed Key Personnel Experience – 10 Possible Points**
 - Offerors shall submit resumes of all proposed Key Personnel who will be performing services under this contract. Experience narratives shall be included describing specific relevant experience of the Key Personnel in relation to the role each person would perform under this contract. Each narrative shall include the name of the individual, a thorough description of the education, knowledge, and relevant experience, in addition to certifications or other professional credentials clearly indicating the capability to provide the services requested by this RFP.
- **Understanding the Scope of Work & Existing Community Conditions – 10 Possible Points**
 - Offerors shall describe in detail an understanding of the Scope of Work for the project, the history and characteristics of Ruidoso and the surrounding region, and a summation of previous planning documents. The Offeror shall provide a proposed work schedule or timeline including proposed interim deliverables or reports and milestones with sufficient detail to demonstrate the capability of the Offeror to satisfactorily complete the project and differentiation from other firms who may also offer planning and economic analysis services.
- **Proposed Public Engagement Plan – 20 Possible Points**
 - Offerors shall provide in sufficient detail the proposed methods and activities to ensure robust engagement of the various community stakeholders to have broad participation and input throughout the project.
- **Economic Analysis Capabilities of Offeror – 20 Possible Points**
 - Offerors shall provide in sufficient detail describing the firm's or a subcontractor's experience and methods in economic analysis of various development scenarios. At a minimum the proposal must provide the range of economic activities initially identified by the Village as well as other activities the Offeror may recommend during the project.

Specifically, the Village seeks economic analysis of:

- Airport-based industrial development centered on the Sierra Blanca Regional Airport
- Outdoor/Adventure sports and activities
- Youth Sports driven tourism
- Year-Round International Tourism Destination
- Retirement destination for active seniors
- Entrepreneurship and Remote Worker hub
- **Unique Design & Technical Capabilities of Offeror – 20 Possible Points**
 - Offerors shall describe any design or technical capabilities unique to the lead firm or any subcontractors distinguishing them from other potential offerors allowing for superior performance and efficiency in completing this contract.
- **References – 10 Possible Points**
 - Offerors are required to submit APPENDIX E, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I, Paragraph D. It is the Offeror's responsibility to ensure the completed forms are received on or before proposal due date and time for inclusion in the evaluation process.

Organizational References that are not received or are not complete, may adversely affect the vendor's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted. Additionally, the Village reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility per Section II, Para C.18.

Offerors shall submit the following Business Reference information as part of Offer:

- a) Client name, telephone number, email address;
- b) Project description;
- c) Project dates (starting and ending);
- d) Staff assigned to reference engagement that will be designated for work per this RFP; and
- e) Client project manager name, telephone number, fax number and e-mail address.

The evaluation committee determined that no oral presentations were needed.

Section 4. EVALUATION COMMITTEE MEMBERS

Name	Brief statement of expertise and who he/she represents
Adam Sanchez	Village of Ruidoso – Public Works Director
Alex Koenig	Village of Ruidoso – Community Development Director
Matthew Baird	Village of Ruidoso – Parks & Recreation Director
Stephanie Warren	Village of Ruidoso - GIS Coordinator/Planner
Michael Martinez	Village of Ruidoso – Deputy Village Manager

Section 5. EVALUATION COMMITTEE MEETINGS (full and sub-committee meetings including orientation meeting, initial scoring meeting, oral presentations/demonstrations)



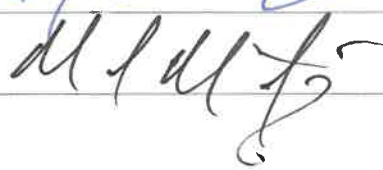
Reason for Meeting	Date of Meeting	Summary of Meeting
Evaluation Committee Kick Off Meeting	6/26/25	Discussed Confidentiality Agreement and any conflicts of interest. Members were asked to sign the Confidentiality Agreement. The proposals were handed out to each member. Discussed date and time of next meeting.
Evaluation Scoring Meeting	7/21/25	The Committee met, discussed and scored the proposals.

Section 6. SUMMARY OF AWARD RECOMMENDATION

All six (6) proposals received were very well prepared and met all the requirements of this procurement.

The Evaluation Committee recommends the award of RFP 2025-012P for Comprehensive Master Planning and Economic Analysis Services to Able City, LLC.

Section 7. SIGNATURES

Name	Agree/Object (state objection)	Signature	Date
Adam Sanchez	Agree		7-29-25
Alex Koenig	AGREE		7-29-25
Matthew Baird	Agree		7-29-25
Stephanie Warren	Agree		7-29-25
Michael Martinez	Agree		7-29-25


EVALUATION CRITERIA Summary Totals
7/10/2025 @ 2:00 PM

CRITERIA AND POINT VALUES FOR RFP #2025-012P Comprehensive Master Plan

OFFERORS: Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

CRITERIA	Possible Points	Able City, LLC	ARC, INC	LOI Engineers	Sites Southwest	Urban Alchemy	Wilson & Co
B. Technical Specifications							
1. Criteria 1 Offeror's Firm History and Experience (Include history and experience of any proposed subcontractor firm)	10	9	8	8	9	7	8
2. Criteria 2 Proposed Key Personnel Experience	10	9	7	7	8	7	8
3. Criteria 3 Understanding the Scope of Work and Existing Community Conditions	10	9	7	8	8	7	7
4. Criteria 4 Proposed Public Engagement Plan	20	18	15	16	16	16	15
5. Criteria 5 Economic Analysis Capabilities of Offeror	20	18	16	14	16	13	15
6. Criteria 6 Unique Design & Technical Capabilities of Offeror	20	19	15	15	16	13	15

7. Criteria 7 References	10	9	7	8	7	7	7
C. Business Specifications							
1. Campaign Contribution Disclosure Form (Appendix B)	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
2. Letter of Transmittal Form (Appendix D)	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
3. Debarment Certification (Appendix F)	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
4. Non-Collusion Affidavit (Appendix G)	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass
5. New Mexico Resident Business Preference	8		8		8	8	8
6. New Mexico Resident Veterans Preference	10						
TOTAL POINTS:	110	90	83	76	87	78	84


Purchasing Agent

7/22/2025
Date

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 8.

To: Mayor Crawford and Councilors

Presenter(s): Alex Koenig, Community Development Director
Stephanie Warren, GIS Coordinator/Planner

Meeting Date: August 12, 2025

Re: Approval of Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00, including NMGRT

Item Summary:

Approval of Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00, including NMGRT

Financial Impact:

Funding for contract is in the General Fund's Planning and Zoning's Software Maintenance line item (101-070-52108) in the amount of \$30,200.

Item Discussion:

Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00, including NMGRT

Recommendations:

To Approve Small Government Enterprise Agreement with Environmental Systems Research Institute (ESRI) in an Amount not to Exceed \$30,200.00 per year for a Three-Year Term for a Total Amount of \$90,600.00, including NMGRT

ATTACHMENTS:

Description
ESRI Agreement



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 3/25/2025 To: 9/21/2025*

Quotation # Q-544806

Date: July 30, 2025

Customer # 40715 Contract #

Village of Ruidoso
Planning & Zoning Dept
313 Cree Meadows Dr
Ruidoso, NM 88345-6939

ATTENTION: Andrew Sullens
PHONE:
EMAIL: andrewsullens@ruidoso-nm.gov

Material	Qty	Term	Unit Price	Total
193204	1	Year 1	\$30,200.00	\$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
193204	1	Year 2	\$30,200.00	\$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
193204	1	Year 3	\$30,200.00	\$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				

Subtotal: \$90,600.00

Sales Tax: \$0.00

Estimated Shipping and Handling (2 Day Delivery): \$0.00

Contract Price Adjust: \$0.00

Total: \$90,600.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Collin O'Connor

Email:
coconnor@esri.com

Phone:
(909) 793-2853 x5651

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

O'CONNORC

This offer is limited to the terms and conditions incorporated and attached herein.



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Quotation # Q-544806

Date: July 30, 2025

Customer # 40715 Contract #

Village of Ruidoso
Planning & Zoning Dept
313 Cree Meadows Dr
Ruidoso, NM 88345-6939

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 3/25/2025 To: 9/21/2025

ATTENTION: Andrew Sullens
PHONE:
EMAIL: andrewsullens@ruidoso-nm.gov

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$ _____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:

Collin O'Connor

Email:

coconnor@esri.com

Phone:

(909) 793-2853 x5651

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

O'CONNORC

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
 COUNTY AND MUNICIPALITY GOVERNMENT
 (E214-1)**

This Agreement is by and between the organization identified in the Quotation (“Customer”) and **Environmental Systems Research Institute, Inc. (“Esri”)**.

This Agreement sets forth the terms for Customer’s use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
 List of Products**

Uncapped Quantities (annual subscription)

ArcGIS Enterprise Software and Extensions ArcGIS Enterprise (Advanced and Standard) ArcGIS Monitor ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Data Reviewer	ArcGIS Enterprise Additional Capability Servers ArcGIS Image Server ArcGIS Online User Types ArcGIS Online Viewer User Type ArcGIS Enterprise User Types ArcGIS Enterprise Viewer User Type
---	---

Capped Quantities (annual subscription)

ArcGIS Online User Types		ArcGIS Enterprise User Types	
ArcGIS Online Contributor User Type	15	ArcGIS Enterprise Contributor User Type	15
ArcGIS Online Mobile Worker User Type	100	ArcGIS Enterprise Mobile Worker User Type	100
ArcGIS Online Creator User Type	100	ArcGIS Enterprise Creator User Type	100
ArcGIS Online Professional User Type	20	ArcGIS Enterprise Professional User Type	20
ArcGIS Online Professional Plus User Type	20	ArcGIS Enterprise Professional Plus User Type	20
ArcGIS Pro (Add-on Apps) for ArcGIS Online Creator or Professional User Type		ArcGIS Pro (Add-on Apps) for ArcGIS Enterprise Creator or Professional User Type	
ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	20 each	ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	20 each
ArcGIS Online Apps and Other		ArcGIS Enterprise Apps and Other	
ArcGIS Location Sharing for ArcGIS Online	20	ArcGIS Location Sharing for ArcGIS Enterprise	20
ArcGIS Online Service Credits	50,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	15

Other Benefits

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("Ordering Document"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

“Case” means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

“Deploy”, “Deployed” and “Deployment” mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

“Fee” means the fee set forth in the Quotation.

“Maintenance” means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

“Master Agreement” means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

“Product(s)” means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

“Quotation” means the offer letter and quotation provided separately to Customer.

“Technical Support” means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

“Tier 1 Help Desk” means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

“Tier 1 Support” means the Technical Support provided by the Tier 1 Help Desk.

“Tier 2 Support” means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

- 3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

- 4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

- 4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

- b. The following information will be included in each Ordering Document:

- (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
- (2) Order number
- (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

AGENDA MEMORANDUM

Village of Ruidoso

Consent Regular Item - 9.

To: Mayor Crawford and Councilors

Presenter(s): Lee Baker, Airport Manager

Meeting Date: August 12, 2025

Re: Approval of Assignment of Lease Agreement Between Bobby Pennell and Charles & Tammy Camilleri and George Ryan of Land Lease for Hangar P-14 at the Sierra Blanca Regional Airport

Item Summary:

Approval of Assignment of Lease Agreement Between Bobby Pennell and Charles & Tammy Camilleri and George Ryan of Land Lease for Hangar P-14 at the Sierra Blanca Regional Airport

Financial Impact:

None.

Item Discussion:

Assignment of Lease Agreement Between Bobby Pennell and Charles & Tammy Camilleri and George Ryan of Land Lease for Hangar P-14 at the Sierra Blanca Regional Airport

Recommendations:

To Approve Assignment of Lease Agreement Between Bobby Pennell and Charles & Tammy Camilleri and George Ryan of Land Lease for Hangar P-14 at the Sierra Blanca Regional Airport

ATTACHMENTS:

Description

Assignment of Lease Agreement

ASSIGNMENT OF LEASE AGREEMENT

This Assignment of Lease Agreement made this ____ day of _____, 2025 by and between Bobby Pennell, current Lessee ("Assignor"), whose address is 309 W. Gold, Hobbs, New Mexico 88240 and Charles and Tammy Camilleri ("Assignee"), whose address is 4 Lavis Place, Raglan, NSW, 2795, Australia and Goerge Ryan ("Assignee") whose address is Ballynure STN, Einasleigh, QLD, 4871, Australia.

For and in consideration of Assignee's agreement to pay the rentals specified in that certain Lease Agreement entered into on the 12th day of August 2003 by and between the Village of Ruidoso, a New Mexico municipal corporation, and Johnny C. Gray and assigned by Johnny C. Gray to 2013 Kostohryz Family Trust on the 17th day of March 2015 and assigned by Kostohryz Family Trust to Bobby Pennel on the 29th day of May 2020, and any renewals thereof, and other good and valuable consideration negotiated by and between Assignor and Assignee, and Assignee's compliance with all of the covenants, conditions and terms of said Lease Agreement and any renewal thereof, Assignor hereby assigns to Assignee all of Assignor's rights and interest in said Lease Agreement.

Assignor hereby warrants and represents that the Lease Agreement is in good standing, and the Village of Ruidoso hereby consents to the assignment.

Witness our hands and seals this ____ day of _____, 2025.

ASSIGNOR:

Bobby Pennell

ASSIGNEE(S):

Charles and Tammy Camilleri

George Ryan

ASSIGNMENT APPROVED BY:

LESSOR: Village of Ruidoso

Attest:

By:_____
Lynn D. Crawford, Mayor

Jini S. Turri, Village Clerk

AGENDA MEMORANDUM

Village of Ruidoso

Mayoral Reports and Presentations - 1.

To: Mayor Crawford and Councilors

Presenter(s): Lynn D. Crawford, Mayor

Meeting Date: August 12, 2025

Re: Presentation of New Employees, Promotions and Transfers

Item Summary:

Presentation of New Employees, Promotions and Transfers

Financial Impact:

None

Item Discussion:

New Employees:

Raymond Torres- Forestry Maintenance Tech - DOH: 7/14/2025
Constance Tucker - Water Resource Director - DOH: 7/14/2025
David Eloy Klein - Convention Center Maintenance Tech- DOH: 7/28/2025

Promotions:

- Jeremy Brown - "Interim" Water Distribution Supervisor- DOP: 7/13/2025
Larissa Aparico- Utility Billing Clerk II- DOP: 7/28/2025
Alex Eakins- Youth & Adult Sports Coordinator; DOP: 8/10/2025

Transfers:

- Amber Word - Convention Center Administrative Assistant; DOT: 8/11/2025

Recommendations:

None

AGENDA MEMORANDUM

Village of Ruidoso

Mayoral Reports and Presentations - 2.

To: Mayor Crawford and Councilors

Presenter(s): Mayor Lynn D. Crawford

Meeting Date: August 12, 2025

Re: Presentation of Employees and Department of the Quarter- Employees Quarter 2: Administration-Johanna Quintana, Human Resources Community Services - David Myers, Community Development Public Safety - Justin Mize, Fire Department Public Works - Samantha Mars, Water Distribution/Sewer Department - Quarter 2 Community Development

Item Summary:

Presentation of Employees and Department of the Quarter

Employees - Quarter 2

Administration-Johanna Quintana, Human Resources
Community Services - David Myers, Community Development
Public Safety - Justin Mize, Fire Department
Public Works - Samantha Mars, Water Distribution/Sewer

Department - Quarter 2

Community Development

Financial Impact:

N/A

Item Discussion:

Employees - Quarter 2

Administration-Johanna Quintana, Human Resources
Community Services - David Myers, Community Development
Public Safety - Justin Mize, Fire Department
Public Works - Samantha Mars, Water Distribution/Sewer

Department - Quarter 2

Community Development

Recommendations:

N/A

AGENDA MEMORANDUM

Village of Ruidoso

Board and Commission Appointments - 1.

To: Mayor Crawford and Councilors

Presenter(s): Mayor Lynn D. Crawford

Meeting Date: August 12, 2025

Re: Appointment of James Rupley to the Lodger's Tax Committee

Item Summary:

Appointment of James Rupley to the Lodger's Tax Committee

Financial Impact:

N/A

Item Discussion:

Appointment of James Rupley to the Lodger's Tax Committee

Recommendations:

To Appoint James Rupley to the Lodger's Tax Committee

ATTACHMENTS:

Description

Volunteer Application - James Rupley



Volunteer Application

Boards and Commissions

Date: 7/29/2025
(Applications held for 3 months)

Your Contact Information

Name: JAMES RUPLEY
Street Address: 604 SNOWCAP DR.
City & Zip Code: RUIDOSO, NM 88345
Phone Number(s): 915-252-1406
E-Mail Address: jruple@gmail.com

Availability

Check your availability for volunteer service

☒ Weekday mornings ☒ Weekend mornings
☒ Weekday afternoons ☒ Weekend afternoons
☒ Weekday evenings ☒ Weekend evenings

Areas of Interests

<input type="checkbox"/> Parks and Recreation Commission	<input type="checkbox"/> Cemetery Board
<input type="checkbox"/> Keeping Ruidoso Beautiful Committee	<input checked="" type="checkbox"/> Lodgers Tax Committee
<input type="checkbox"/> RSVP Committee	<input type="checkbox"/> Planning & Zoning Committee
<input type="checkbox"/> Military 365 Committee	<input type="checkbox"/> Library Board
<input type="checkbox"/> Green Tree Solid Waste Authority	<input type="checkbox"/> Forest Working Committee
<input type="checkbox"/> DWI Planning Council	<input type="checkbox"/> Capital Improvements Advisory Committee

Special Skills or Qualifications

Summarize the special skills and qualifications you have acquired from employment, previous volunteer work, or other boards/commissions/committees activities that would qualify you to serve on a

Village of Ruidoso (VOR) board or commission.

Family-owned small business owner in Ruidoso, New Mexico. Marketing, design and event professional with over 25 years experience in the industry. Completed the Advanced Neighborhood Leadership Academy through the Dale Carnegie Institute. Occasionally play the drums in a disco band.

Signature: 

For Office Use Only:

Appointment Date: _____

Board/Commission: _____

AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 1.

To: Mayor Crawford and Councilors

Presenter(s): Ronald Sena, Village Manager

Meeting Date: August 12, 2025

Re: Village Manager's Report

Item Summary:

Village Manager's Report

Financial Impact:

None

Item Discussion:

Village Manager's Report

Recommendations:

None

ATTACHMENTS:

Description

Managers Report



VILLAGE MANAGER'S REPORT

TO: Honorable Mayor Crawford and Village Council

DATE: August 12, 2025

RE: Village Manager's Report

ADMINISTRATION

68th New Mexico Municipal League Annual Conference – will be held in Ruidoso NM on September 16th - September 19. Several of the Conference Program Highlights Include: Community Project: Two Rivers Park, Golf Outing at The Links Golf Course, Breakout Jam Session: Turning Up the Power of Big Unreasonable Dreams, Partnering for Success: Working Effectively with Consulting Engineers, and Dinner at the Derby at the Ruidoso Jockey Club

NM CITY MANAGEMENT ASSOCIATION MEETING September 16, 2025 Ruidoso Convention Center - Program highlights include: ICMA Ethics Training, NMDOT Transportation Regulation Division Overview – Ambulance and Towing Services Compliance, and Land Use Matters – Permitting Process, Best Practices and Legally Defensible Zoning Decisions.

Monday with the Mayor Radio Show - Mayor Crawford continues the Radio Show on 1490 AM & 99.1 FM KRUI (The Mountain) on Monday mornings at 8:00 a.m. Mayor Crawford invites Elected Officials, the Village Manager and other Department Directors/Managers or Supervisors, and Special Guests to participate with him as he informs the community of activities, events, projects, and any other additional Village information. Mayor Crawford also reports on the outcome and decisions made in the Council meetings and has had citizens call in with questions or comments. This has been an excellent program promoting the teamwork and leadership of the Governing Body and staff.

New Mexico 2025 Legislative Session Capital Outlay Priorities/ Legislative Capital Outlay

Requests: As approved by the Council in the ICIP, the Village submitted a total of Six (6) 2025 Capital Outlay request forms for project funding consideration. The Village had one (1) Capital Outlay Project approved during the Legislative Session.

- Removal of Trees & Water Shed Improvements (\$750,000) Grant Agreement received for final signatures.

Healings America's Heroes – Fort Stanton Building Remodel/Renovation Project- The Village was awarded Capital Outlay funding during the 2024 Legislative Session in an amount \$450,000. Grant No. 24-I2993 scope of work will include plan, design, demolish, construct, furnish, equip and renovate a veterans' conference center, including residential facilities and accessibility improvements, near Fort Stanton in Lincoln County; Village staff will work closely with the Healing America's Heroes Organization on this project. Village Staff have also been working with the State of New Mexico General Services Department staff on finalizing a project scope that will work best with all entities involved with the Capital Outlay funding.

NMDOT Grant Award for Village Roadway Improvements Project – Cutler Repaving, Inc started project on scheduled date of June 23rd. The project is underway and includes 4.9 miles of pavement rehabilitation, roadway patching, roadway striping, utility cover adjustments, traffic control, construction observation & testing on White Mountain Dr., Porr Dr., Jack Little Dr., LL Davis Dr., Leon Farrar Dr. & Wingfield Dr., with a 1.5" mill, 1-1.5" remix of existing road, and with a 2" overlay though the use of a heater scarify process.

U.S. Department of Commerce Invests \$2.3 Million for Roadway Infrastructure Improvements to Support Economic Growth in Ruidoso, New Mexico - U.S. Secretary of Commerce Gina Raimondo announced the Department's Economic Development Administration (EDA) is awarding a \$2.3 million grant to the Village of Ruidoso, New Mexico, for roadway infrastructure improvements needed to support business and economic growth. The Villages were awarded a Department of Finance and Administration Matching Grant Award for the EDA Grant, in the amount of \$465,600.00.

U.S. Highway 70 and NM Highway 48 intersection & NM Highway 48 Corridor Design Project. - Task Orders were issued and approved by the Council to Bohannon Huston, for professional engineering services related to the grant project. This grant will design the restructure of the U.S. Highway 70 and NM Highway 48 intersection to improve access to the business district and support future economic growth. Design work is ongoing.

Upper Sudderth Street Revitalization Design Project - Task Orders were issued and approved by the Council to Stantec, for professional engineering services related to the grant project. The grant funds will be used to design a complete plan set and studies needed for construction bids to construct the plans. This grant design will include the following:

- Lighting
- Landscaping
- Redeveloped Roundabout
- Survey Work
- Drainage Study
- Signage
- Traffic Study to Support A Road Diet
- Proper Grading on the Pavement Will Be Needed to Correct Water Runoff Issues
- Curb & Gutters
- Driveway Aprons
- Sidewalks
- Drop Inlets
- Bump-Outs for Large Gateway Signage

603 Housing Development Project - This project consists of developing a community-oriented feel with a neighborhood design that includes 10 new homes on the property. The new homes will be both

2-bedroom and 3-bedroom homes. These homes are modular in nature and resemble stick-built homes. They include siding and porches on the exterior with a decorative front and all the comforts of home in the interior and 10x10 storage units.

603 Mechem-Work in progress

WSCl is waiting on Pillar Engineering to re-evaluate retaining wall designs and to provide the State CID with the permit requirements for the project.

Landscaping start-time is to be determined. The project will also require some site work finished before landscaping can start. Perimeter fencing will be installed following landscaping of property

The Village will utilize millings from the Cutler Repaving project to build the project roadways and NM-48 / Mechem driveway & entrance reconstruction will begin so after roadways are completed.

Horton Complex Renovation Project – White Sands Construction completed Phase II. The Forestry, Municipal Court, Emergency Management, and Events and Strategic Partnerships Departments have relocated to the Horton Complex building. The switch-out from Village Hall to Horton on the IT mainframe (servers) are scheduled to be installed at the week ending September 5th.

General Note

Project Status

Temp Certificate of Occupancy (C of O) received 4/29/2025

Final Certificate of Occupancy received 5/13/2025

Currently, the Horton Complex is being housed as the Emergency Operation Center for the DR-4886.

EyeOnWater Software - The Village of Ruidoso has offered water customers access to software called EyeOnWater, which has an incredibly positive impact on our property owners. EyeOnWater is consumer-engaged software that goes beyond traditional billing statements to connect utility water usage and their customers. The software enables utility customers to access and view their usage profile through easy-to-understand consumption graphs and provides a simple method to establish alerts. This is a perfect tool for those that winter elsewhere. The software is straightforward to set up and use on a computer or smartphone device, placing consumer data in the utility customers' hands. To sign up, you must visit <http://eyeonwater.com/signup> to create your online account. You must enter the service zip code and your billing account number. Instructions are available on the website (<http://Ruidoso-nm.gov>), or you can call the Village Hall at (575) 258-4343.

Fats, Oils, and Grease (FOG)- Fats, oils, and grease can cause blockages and overflows in the sewer collection system. Cooking grease is one of the primary causes of sewer line blockages that result in sewer overflows from manholes or backups. In addition to being costly to clean up, the overflows create potential for property damage and can lead to significant environmental, health and safety risks.

The Village of Ruidoso has a FOG inspection program for food service establishments. The FOG program consists of periodic inspections to determine compliance with the VOR sewer ordinance and to gather records of routine maintenance of grease traps.

VOR residents can help keep our sewer system flowing properly by properly disposing of cooking oil and grease. Here's how you can help.

- Do not dump cooking oil, fat, or grease into the kitchen sink or toilet.

- Do not use hot water and soap to wash grease down the drain because it will cool and harden in your pipes or in the sewer down the line.
- Do place cooked oil and meat fats in a sealed container and discard small quantities in your garbage.
- Do use paper towels to wipe residual grease or oil off of dishes, pots and pans prior to washing them.

With your continued assistance, we can prevent unnecessary service disruptions to residents and businesses.

PROJECT: Water Conservation – Public Awareness

Purpose:

- Combat the negative connotation of the Level 5 Water Restrictions
- Combat the negative connotation of the appearance of the water post-Little Bear Fire
- Encourage locals and visitors alike to engage in water conservation
- Increase awareness regarding the importance of water conservation in Ruidoso – especially post-Little Bear Fire
- Provide people with tips/helpful information on easy ways to conserve
- Ruidoso's water supply

Public Awareness:

- Weekly email blasts to keep businesses and residents aware of the water restrictions (beginning today and ending when all parties agree it is no longer necessary)
- Design a flyer to send home with RMSD students
- Send "village ambassadors" to all service club meetings within the next month to address the situation and have information to hand out
- Add a new page to the Village website that will have all of the water conservation tips available to site visitors
- Level 5 Water Restriction and what that means
- Bypassing Grindstone for the Village water supply
- Fix Your Flapper
- Adding a plastic bottle to the toilet tank
- Installing a shut-off valve

AIRPORT

July 2025 Operations & Fuel Summary:

NOTE: Manager's Report is up to the end of business on Thursday July 31,2025.

2024 / 2025 Operations
375 /414 Up 10.4%

2024 / 2025 Jet A Fuel
15,265 / 18,416 Up 20.64%

2024 / 2025 100LL Fuel
3113 / 1993 Down 36%

- There were 3 medical transports for the month of July.
- There were 2 Military Aircraft.
- 7/01 Airport Manager attended Council Workshop Meeting
- 7/01 Airport Manager & Airport Supervisor attended airline RFP Kickoff meeting.
- 7/08 Airport Terminal Concept Kickoff meeting.
- 7/08-14 Airport Manager reported to the EOC during flood event.
- 7/16 Airport Manager & Airport Supervisor attended airline RFP scoring meeting.
- 7/23 Souter-Miller survey at airport.
- 7/23 Airport Manager & Airport Supervisor conducted Temporary Employee Interviews.
- 7/29 Airport Manager attended Special Council Meeting.
- 7/31 Airport Manager & Airport Supervisor attended New Airport Terminal concept design workshop.
- Airport Manager attended EOC Weather Coordination Briefings.

Daily Fuel Volume Sold						
Receipt Date: 01-Jul-25 to 31-Jul-25						
Merchant Number: 7836						
Receipt Date	Avgas 100LL	Jet A Fuel with FSII Additive	Avg W/S	Max W/S	Operations	Day
1-Jul-25	28.9	875	9.9	17	5	Tu
2-Jul-25	57.7	712	5.9	16	7	We
3-Jul-25	0	550	4.7	17	12	Th
4-Jul-25	125.1	741	12.9	23	27	Fr
5-Jul-25	130.8	100	9.5	16	12	Sa
6-Jul-25	104.4	1402	7.8	21	16	Su
7-Jul-25	81.5	655	7.4	23	16	Mo
8-Jul-25	141.8	876	6.3	23	14	Tu
9-Jul-25	10	361	5.2	15	8	We
10-Jul-25	69.1	647	8.1	18	14	Th
11-Jul-25	0	1111	8.9	22	21	Fr
12-Jul-25	37	1045	9.5	23	22	Sa
13-Jul-25	94.5	1009	8	15	20	Su
14-Jul-25	34	100	5.5	15	9	Mo
15-Jul-25	116.9	1155	6.1	13	18	Tu
16-Jul-25	7.7	0	6.3	21	14	We
17-Jul-25	47	665	6.6	18	12	Th
18-Jul-25	81.9	470	5.8	17	13	Fr
19-Jul-25	0	279	8	20	9	Sa
20-Jul-25	18.7	470	6.2	17	18	Su
21-Jul-25	55.7	660	8.4	21	17	Mo

22-Jul-25	77.7	70	7.4	17	8	Tu
23-Jul-25	70.1	350	7.1	18	17	We
24-Jul-25	20.5	496	6.5	14	16	Th
25-Jul-25	84.3	500	7.7	24	11	Fr
26-Jul-25	49.7	530	6.6	21	8	Sa
27-Jul-25	170.8	593	5.9	14	15	Su
28-Jul-25	86.9	615	6.5	16	16	Mo
29-Jul-25	88.6	345	5.9	17	4	Tu
30-Jul-25	101.5	468	7	17	10	We
31-Jul-25	0	566	6.1	23	5	Th
	1992.8	18416			414	

CLERK

Staff coordinated with various Village of Ruidoso Departments and processed ten (10) requests for public information during June 2025. The coordination of these requests involves processing and tracking from initiation to completion to ensure the Village follows the Inspection of Public Records Act (IPRA). This entails assisting the public with completing the required form with enough specificity for clarification of their request. Staff then coordinate with the departments that have the requested documentation and either schedule a meeting with the IPRA requestor to inspect the documents or provide the copies and receipt payment. If needed, staff prepare correspondence to extend the response period as agreed upon with the department(s).

- Clerk attend the NMML Policy Meeting in Albuquerque July 1-2, 2025
- Deputy Clerk attended an on-line webinar hosted by the NMML on Inspection of Public Records Act training
- Deputy Clerk attended NMML annual conference planning meetings.
- Clerk and Deputy Clerk assisted in scanning documents for the Emergency Operation Center.
- Clerk attended a zoom meeting on July 30, 2025, with Granicus regarding migration from NovusAgenda to Peak for management of meeting notice, input and approval of agenda items and formation of minutes.

COMMUNITY DEVELOPMENT

Planning Commission:

A regular meeting was held on July 1, 2025. The following items were heard:

- Variance Case # PV2025-57-**Robert Orr is requesting a variance to encroach 16.83 feet into the 20-foot front yard setback to construct a 240 square foot garage located at 120 Buckingham Dr; Lot 32A, Block 4 of the Black Forest Subdivision, Amended. **APPROVED**
- Conditional Use Case # CU2025-100-** Justin Huffmon on behalf of Box Car Alley LLC, is requesting approval for an artisan manufacturing, a brewery, within the C-3 Midtown Commercial District located at 2515 Ste 9A Sudderth Dr.; Lot 8A, Block K of the Ruidoso Springs Subdivision. **APPROVED**

- c) **Site Plan and Concept Approval Case #2025-103**-Lance and Jazmin Roe are requesting site plan and concept approval to develop a metal building to be used as a commercial office within the C-3 Midtown Commercial District located at 125 Texas St.; Lots 40+41 Block K of the Ruidoso Springs Subdivision. **CONTINUED**

The August meeting has been cancelled. The next regular meeting is on September 2, 2025

Workforce Housing Advisory Board

The next Regular scheduled meeting is August 28, 2025, at 2 pm.

Re-Addressing Update:

The re-addressing and renaming of roads are on hold for 18 months due to the South Fork, Salt Fire, and flood events. Stephanie will continue reviewing the data within the grids, and we will collaborate closely with the Streets, Water, and Solid Waste departments to identify any anomalies in the field that may not be reflected in the GIS data. Our focus will be on identifying duplicate road names. The identified roads are currently being reviewed to determine which names might be compatible with the areas requiring renaming efforts. The Address Committee will meet to evaluate a proposal of three names. Additionally, we will collaborate with the Public Information Officer (PIO) to develop an online survey to expedite the response process from property owners in the affected areas.

Short Term Rentals

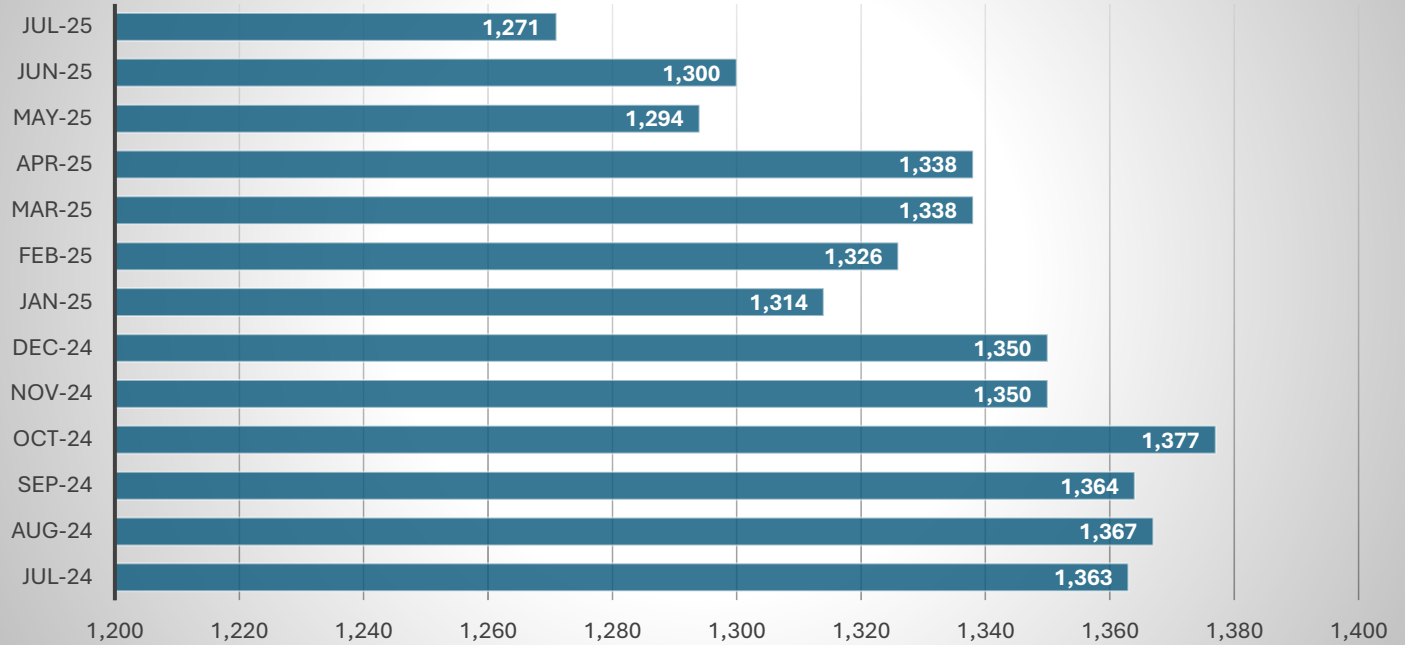
Month Stats

- 1,271 Active STR Properties
- 1,549 Internet listings found throughout the web (VRBO, Airbnb, Flipkey, etc.)
- STR Permit Fees \$ 20,400 – Total
- STR Permit Late Fees \$1,200 – Total
- Compliance Inspections \$40 – Total
- Compliance Reinspection Fees \$250 – Total
- STR Business Registration Fees \$770 – Total
- Neighbor Notifications Fees \$125 – Total

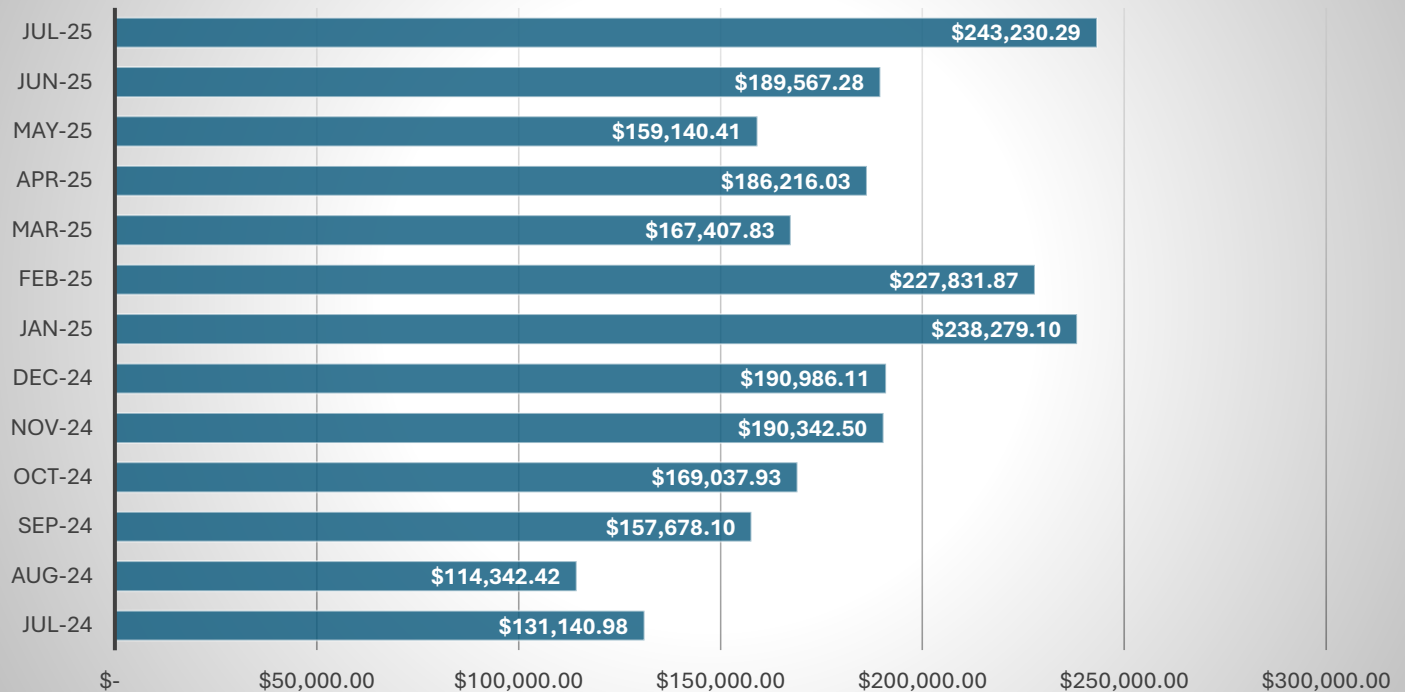
Lodgers Tax

- \$ 243,230.29

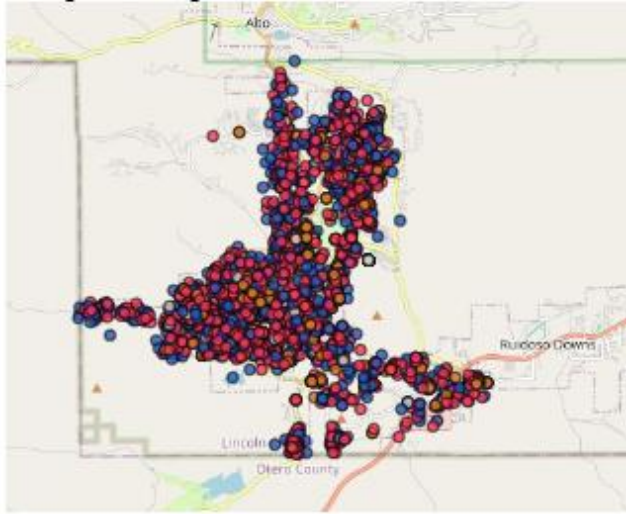
STR Permits



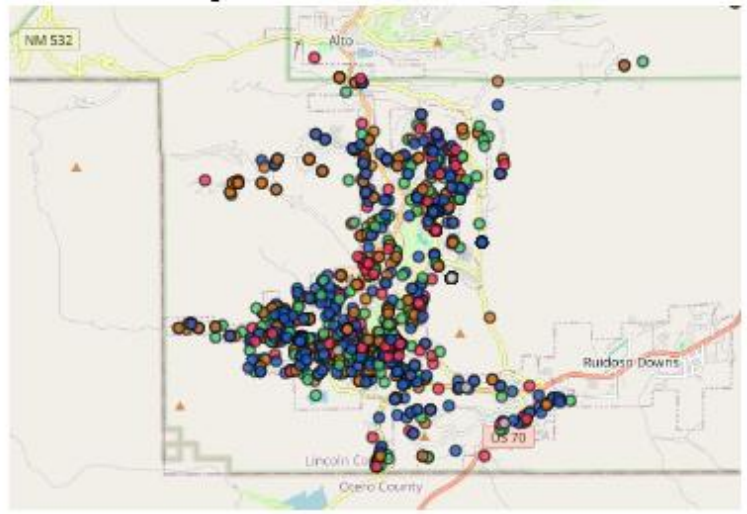
Lodgers Tax Remittance



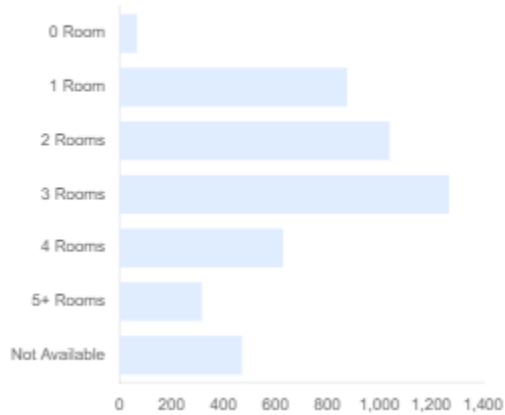
Compliant Properties



Uncertain Compliance Status



Advertised Rental Size



ADR (Avg. Daily Rate)

\$448.07

▲ 0% in last 30 days

Advertised Property Type



Building Inspections and Permit Tallies

PERMIT #	C	R	ADDRESS	E	B	P	M	BUS	STR	P	F	COMMENTS/INSPECTION TYPE	STAFF
20240869		1	147 BLUE SPRUCE		1					1		PP, FRM, LAT SUPP	JK
20250439		1	102 LEA ST		1					1		PP, FTG, 5 PIERS	JK
20250346		1	1003 MAIN		1					1		PP, BLOCK, BACK WALL	JK
20250360		1	371 GAVILAN CANYON		1					1		FDTN, FTG, SL	JK
20240798		1	100 GREEBRIER		1					1		LATHE	JK
20240674		1	104 ST. ANDREWS		1					1		SLAB	JK
20250225		1	247 LINCOLN HILLS		1					1		FTG	JK
			CHECK									N. LOOP W/MARK	JK
20250170		1	184 MUSKETBALL		1					1		BLOCK	GDM
20230839e		1	1034 MUSKETBALL	1						1		TEMP TO POWER	GDM
20240255e		1	114 DEER PARK		1					1		FINAL E	GDM
20240111m		1	123 WALTER HAGEN		1						1	NOT READY	GDM
20240255p		1	114 DEER PARK		1					1		FINAL P	GDM
20240255m		1	114 DEER PARK		1					1		FINAL M	GDM
217600		1	37 GRENOBLE RD						1	1		STR	BP
217596		1	53 GRENOBLE RD.						1	1		STR	BP
217601		1	37 GRENOBLE RD						1	1		STR	BP
904226		1	108 N CANDLEWOOD DR.						1	1		STR	BP
918388		1	515 SNOWCAP DR.						1	1		STR	BP
20250422		1	123 CLOVER		1					1		RE-ROOF F	JK
20250396		1	102 MAPLE		1						1	DECK FTG SEWER IN FTG	JK
20250086		1	239 COUNTRY CLUB		1					1		ROOF F	JK
20250238		1	1104 MAIN		1					1		BLOCK CHECKED PLAN	JK
20250308		1	106 WINDSOR		1							PP FROM LOWER ONLY TO DECK	JK
20240749		1	209 ALPINE MEADOWS		1					1		INS W, R, FZ	JK
20250408		1	180 MUSKETBALL		1						1	FTG, VERT	JK
20240894		1	144 SUN MOUNTIAN LOOP		1					1		FINAL	JK
20250098		1	180 EAGLE RIDGE		1					1		FINAL	JK
		1	628 DEL NORTE		1							SHANE H. W/C MARK OR DAVE	JK
20250451		1	130 SPRUCE	1						1		SERVICE	GDM
20240111P		1	123 WALTER HAGEN			1				1		P/FINAL	GDM
20240111M		1	123 WALTER HAGEN				1			1		M/FINAL	GDM
20240111E		1	123 WALTER HAGEN	1						1		E/FINAL	GDM
20240289		1	1097 HWY 48			1	1			1	1	E/FINAL, M/FINAL	GDM
20240330		1	1097 HWY 48	1							1	E/FINAL	GDM
20240330		1	1097 HWY 48		1						1	B/FINAL	GDM

20240330		1	1097 HWY 48		1					1	B/FINAL	GDM
		1	170 SADDLEBACK								RED TAG	GDM
920412		1	118 APACHE HILLS					1	1		STR	BP
9200530		1	9014 CARRIZO CYN					1	1		STR	BP
920426		1	124 MEANDER					1	1		STR	BP
198171		1	831 MAIN					1	1		STR	BP
2080626		1	109 VALLEY VIEW					1	1		STR	BP
920142		1	185 JUNIPER					1	1		STR	BP
198212		1	122 SAN MIGUEL					1	1		STR	BP
20230346P		1	113 PAT THOMPSON			1					PLUMB TOPOUT	MC
	1		350 SUDDERTH DR.					1			BUSINESS INSP	MC
20250449P	1		102 LOWER TERRACE								PLUMB	MC
20250019	1		505 FIRST	1							R/ELECT	GDM
20250069	1		225 SANDIA	1							BWP	GDM
20250209E	1		121 RANIER	1							MOBILE HOME SERVICE	GDM
20250710E	1		456 ST STANTON	1							E/FINAL	GDM
901914		1	103 RACQUET PL UNIT 9					1	1		STR	BP
208105		1	141 CHARLES MCCLELLAN DR.					1	1		STR	BP
920248		1	223 TIMBERLINE DR.					1	1		STR	BP
907788		1	118 SPRUCE DR.					1	1		STR	BP
901720		1	103 FIFTH ST.					1			RESECHEDULE GUEST PRESENT	BP
916592		1	320 CROWN DR.					1	1		STR	BP
217275		1	110 TAOS TRL					1	1		STR	BP
903644		1	106 SECOND ST.					1		1	MISSING SMOKE ALARM	BP
198165		1	112 WHIRLAWAY DR.					1	1		STR	BP
908920		1	125 FERN TRAIL					1		1	NEED TO RAISE 5 EXTINGUISHERS	BP
920546		1	123 FERN TRAIL					1		1	ADD 5 EXTINGUISHERS & 2 SMOKE	BP
20250448		1	129 SLEEPY HOLLOW		1					1	PROGRESS/CATCH UP	JK
20250310		1	1100 HULL		1					1	FRM	JK
20250254		1	121 WHITE MTN. MEADOWS		1					1	STUCCO	JK
20250408		1	180 MUSKETBALL		1					1	FTG - PERIMETER	JK
20250145		1	137 CROWN RIDGE		1					1	SLAB CLOSED CELL JP	JK
20250144		1	1395 HIGH MESA		1					1	GAR SLAB	JK
20240773		1	110 BEN HOGAN		1					1	INS WRFL	JK
20240111		1	123 WALTER HAGAN		1					1	FINAL	JK
20250069e		1	225 SANDIA	1						1	R/ELECT	GDM

20250401	1	101 DUFFER	1						1	FRAME NO ACCESS	GDM
20250347	1	122 LOWER TERRACE	1						1	GARAGE FINAL NO ACCESS	GDM
20250413	1	1135 MAIN		1				1		R/PLUMB REINSPECT	GDM
20250211	1	100 NORTH FORK								RESENT EMAIL STATING READY FOR P/UP PERMIT	GDM
20250019	1	505 1ST STREET	1					1		FRAME REINSPECT	GDM
	1	2906 SUDDERTH				1			1	NOT READY	GDM
	1	2801 SUDDERTH				1			1	NOT READY	GDM
	1	390 SUDDERTH				1			1	HOUSEKEEPING AND ELECTRIC PANEL CLEARANCE	GDM
20250255	1	101 TOMAHAWK	1					1		CMU	GDM
20250205	1	118 PAT THOMPSON			1				1	R/MECH NO ACCESS	GDM
20250285	1	107 RAINER		1				1		R/PLUMB	GDM
20240822	1	215 ALPINE MEADOWS	1					1		S/PAN	GDM
20250085	1	111 MOUNT HOOD	1					1		BWP	GDM
20250380	1	117 CROWN RIDGE	1					1		CMU	GDM
20250111	1	FLUTE PLAYER	1					1		FRAME REINSPECT	GDM
20250419	1	133 BLACKFOOT	1					1		SERVICE NEED MHD	GDM
20250307	1	303 PEARL	1						1	E/FINAL BATH CIRCUIT SHARED	GDM
20240475E	1	1141 HWY 48	1					1		E/FINAL	GDM
20240248	1	135 MOON DANCE	1					1		SERVICE	GDM
20240834	1	110 VIA AGUILA	1					1		R/ELECT	GDM
20240055	1	214 EXCALIBUR	1					1		FRAME	GDM
20250457	1	1129 MECHEM		1					1	R/PLAUM PATRIAL PASS VENTING WRONG. PLAN CHECK MISSED SIZE	GDM
20250065	1	219 ALPINE MEADOWS	1						1	NEEDS SURGE PROTECTOR & CAL. GROUNDING	GDM
20240853	1	166 MUSKETBALL	1					1		S/INSP	GDM
20250490	1	215 JACK LITTLE	1					1		TEMP POWER	GDM
20250492	1	2508 SUDDERTH	1					1		RE/RELEASED	GDM
20250482	1	207 SUNNY SLOPE	1					1		SERVICE - GENERATOR	GDM
20250243	1	137 CROWN RIDGE	1					1		RE-RELEASED	GDM
DAMAGE	1	206 EAGLE								DAMAGE - CAN'T COMPLETE	GDM
20250307E	1	303 PEARL	1							E/FINAL - CAN'T COMPLETE FLOOD	GDM
20240534	1	112 DAVIS	1					1		E/FINAL	GDM
20240538	1	124 DAVIS	1					1		E/FINAL	GDM
20250482	1	207 SUNNY SLOPE	1					1		E/FINAL	GDM
20240510E	1	184 EAGLE CREEK	1							R/ELECT FLOODED - CAN'T COMPLETE	GDM
20240510	1	184 EAGLE CREEK			1					R/MECH FLOODED - CAN'T COMPLETE	GDM

20244051P	1	184 EAGLE CREEK			1					R/PLUMB FLOODED - CAN'T COMPLETE	GDM
20240510	1	184 EAGLE CREEK		1						SHEATHING FLOODED - CAN'T COMPLETE	GDM
20250487	1	159 SKI RUN	1						1	SERVICE	GDM
20250493	1	208 DEER PARK	1							TEMP POWER FLOODED - CAN'T COMPLETE	GDM
20250504	1	240 LINCOLN HILLS	1							TEMP POWER FLOODED - CAN'T COMPLETE	GDM
	1	2415 SUDDERTH H					1			1 NOT THERE TRIED TO CALL	GDM
	1	2500 SUDDERTH A-1					1			1 NOT READY	GDM
20250307E	1	303 PEARL	1						1	E/FINAL	GDM
20250397	1	119 REAGAN	1						1	SERVICE	GDM
20250463	1	130 EAGLE CREEK		1					1	SLAB	GDM
20240510	1	184 EAGLE CREEK		1						1 SHEATHING - NEEDS PLANS FRONT OPENING LOOKING TOO WIDE	GDM
20240510E	1	184 EAGLE CREEK	1						1	R/ELEC	GDM
20240510	1	184 EAGLE CREEK				1			1	R/MECH	GDM
2024051P	1	184 EAGLE CREEK			1				1	R/PLUM	GDM
20250408	1	180 MUSKETBALL	1						1	CMU	GDM
20251493	1	208 DEER PARK	1						1	TEMP	GDM
20250452	1	159 WILLIE HORTON	1						1	BWP REINSP	GDM
20240228	1	241 LINCOLN HILLS	1						1	E/ROUGH	GDM
20250504	1	240 LINCOLN HILLS	1						1	TEMP	GDM
20240475	1	1141 HWY 48	1							1 NEED COMPLETE PREVIOUS CORRECTIONS W/ E/S	GDM
20250509	1	203 GUNSMOKE	1							DO MONDAY MHD RELEASE	GDM
20240885	1	505 1ST STREET		1					1	INSULATION	GDM
20250373	1	224 VENADO		1					1	SLAB RE/INSP	GDM
20250069E	1	225 SANDIA	1						1	E/ROUGH	GDM
20250364	1	208 BRENTWOOD		1					1	DECK FINAL	GDM
20240228	1	241 LINCOLN HILLS	1						1	R/LOW VOLT	GDM
20250509	1	203 GUNSMOKE	1						1	E/SERVICE	GDM
20240388E	1	110 SAN FELIPE	1						1	SERVICE RE/INSP	GDM
20250307E	1	303 PEARL	1							1 E/FINAL REINSP - NO ACCESS	GDM
20250447	1	159 MESCALERO		1						CHANGE OF OCCUPANCY	GDM
20250514	1	143 SINGING PINES	1							SERVICE	GDM
20250413	1	1135 MAIN		1						SLAB	GDM
20250484	1	437 FLUME	1							HOT TUB	GDM
20250488	1	126 BRADY CANYON	1							SERVICE	GDM
20240757	1	160 WALTER HAGAN	1							BWP	GDM

PERMIT #	C	R	ADDRESS	E	B	P	M	BUS	STR	P	F	COMMENTS/INSPECTION TYPE	STAFF
20240460		1	168 WALTER HAGAN	1								S/PAN	GDM
20240852P		1	261 CINCH			1						ROUGH/P	GDM
20240852		1	261 CINCH				1					ROUGH/M	GDM
20230226		1	209 SPENCER	1								FINAL/E	GDM
920424		1	904 CARRIZO CANYON #238						1	1		STR	BP
911210		1	200 CHELSEA DR.						1	1		STR	BP
917036		1	401 CENTER ST.						1		1	MISSING FIRE EXTINGUISHER FRONT DOOR	BP
920560		1	135 LOWER TERRACE						1		1	NEED TO RAISE 5 EXTINGUISHERS	BP
218107		1	249 4TH ST.						1	1		STR	BP
920182		1	317 MCBRIDGE						1	1		STR	BP
198217		1	110 JACK LITTLE DR.						1	1		STR	BP
217599		1	TH 45 GRENOBLE						1	1		STR - INNSBROOK VILLAGE	BP
217595		1	TH 54 GRENOBLE						1	1		STR - INNSBROOK VILLAGE	BP
217593		1	TH 60 GRENOBLE						1	1		STR - INNSBROOK VILLAGE	BP
920062		1	206 JACK LITTLE						1	1		STR	BP
920560		1	135 LOWER TERRACE						1	1		STR	BP
919372		1	76 SWALLOW						1	1		STR	BP
208313		1	142 EBARB DR.						1	1		STR	BP
20231000P		1	101 NORTH FORK			1				1		P-FINAL	MC
20231000		1	216 LEE TREVINO				1			1		M-FINAL	MC
	1		1204 MECHEM #9					1		1		BUS INSPECTION	MC
20230346P		1	113 PAT THOMPSON			1				1		PLUMB TOPOUT	MC
20250449		1	102 LOWER TERRACE			1				1		PLUMB	MC
	1		350 SUDDERTH DR.					1		1		BUS INSPECTION	MC
20250308		1	106 WINDSOR		1					1		RE FRM PATRIAL OK TO DECK	JK
20230346		1	113 PAT THOMPSON		1						1	BWP NOT READY SEND W/LAST CORRECTION	JK
20250463		1	130 EAGLE CREEK		1					1		FTG SL IN/FTG PERIMETER	JK
20250364		1	208 BRENTWOOD		1					1		PIERS/FTG 4 PIERS	JK
20250129		1	102 CUMMINGS		1					1		BWP	JK
20250439		1	102 LEA ST		1					1		FTG	JK
20250353		1	120 WHITE PINE RD.		1					1		BLOCK	JK
20250310		1	1100 HULL DR.		1					1		INS	JK
20240822		1	219 ALPINE MEADOWS		1							S PAN RESCHEDULED FOR 7/9	JK
20250272		1	147 MERLYN		1						1	FTG REBAR SIZE PER PLAN	JK
20240055		1	214 EXCALIBUR		1					1		LATHE	JK
20240002		1	102 SLATE		1					1		DECK STAIRS	JK

20250439		1	102 LEA ST		1					1		FTG	JK
20250085		1	505 1ST STREET		1					1		FRM NEED PL ELEC? PRIOR	JK
20250308		1	106 WINDSOR		1					1		DECK FRM	JK
20250461		1	125 N LOOP		1					1		LATHE	JK
20250069		1	225 SANDIA		1					1		LATHE	JK
20240822		1	219 ALPINE MOUNTAIN TRL		1					1		S PAN PP 1/2 NOT HOLDING WATER	JK
20240769		1	1276 HIGH MESA		1					1		PART FRM PP FRM P SHEATHING	JK
20250404		1	118 FRENCH		1					1		HEADER/FRM EXISTING EGRESS DONE	JK
20250472		1	140 WATER SPIRIT		1					1		FDTN SL INS	JK
20240439		1	140 BUTCH BAIRD		1					1		S PANS 5/5	JK
20250258		1	252 PUEBLO LOOP		1					1		FTG SL INS	JK
20250147		1	164 SANTIAGO CR		1					1		FINAL/CO F & CO	JK
20250374		1	111 MECHEM		1					1		BWP	JK
20250374		1	111 MECHEM		1					1		FRM	JK
20250349		1	120 ELK RUN RD		1					1		CMU 16 INT PIERS	JK
20240204		1	216 LEE TREVINO		1					1		BWP	JK
20240852		1	261 CINCH		1					1		BWP	JK
20250272		1	147 MERLYN		1					1		FTG	JK
20250396		1	147 MAPLE		1					1		FTG	JK
20250222		1	223 MIDIRON		1					1		FTG	JK
20250308		1	106 WINDSOR		1					1		TOP FRM STATE RIM BOARD CONN HANDRAIL	JK
20230346		1	113 PAT THOMPSON		1					1		RWP RE LOOK AT PLAN FOR DECK POST	JK
20250373		1	224 VENADO		1					1		FDTN SLAB FTG REBAR	JK
202502947		1	127 GOLDENROD		1					1		SLAB	JK
20250218		1	103 PLUMAS PLACE		1							SEPTIC CONSULT DRAW A PLAN MOVE FTGS	JK
20250513		1	221 MOUNTAIN HIGH CIR		1					1		DECK PIERS NOT PAID GDM	JK
20250374	1		1111 MECHEM		1					1		VB	JK
20250469		1	219 JUNIPER		1					1		RTN WALL COMPLIANT PER PLAN	JK
20240809		1	112 TOPSIDE		1					1		INS COMMON WASC	JK
20240765		1	111 SANDIA		1					1		PART BWP PP OK TO WRAP	JK
20250391		1	1412 HIGH MESA		1					1		FINAL ENCLOSE STAIRS	JK
20240149		1	107 ALTO MESA		1					1		S-PAN (2) S PAN COMPLIANT	JK
20240228		1	241 LINCOLN HILLS		1					1		FRM BOLTS MULTIPLY FLOOR BEAM	JK
		1	RIVER TRAIL CONSULT		1								JK
20240067		1	519 MOUNTAIN HIGH CIR		1					1		S PAN	JK
20250305		1	106 WINDSOR		1					1		RE FRM	JK

20250471		1	219 JUNIPER		1								CONSULT DECK	JK
20250272		1	147 MERLYN		1								CMU WRONG PMT # NO INSP	JK
20230599	1		2515 SUDDERTH DR.										CORRECTION FOR MUD NOTICE	JK
208238		1	108 BUCKINGHAM DR.						1	1			STR	BP
208239		1	110 BUCKINGHAM DR.						1	1			STR	BP
904422		1	108 MARBLE DR.						1	1			STR	BP
208113		1	105 LARCH DR.						1		1		THEY HAVE FIRE PIT ON BACK DECK	BP
20250423		1	119 PORR		1					1			FTG	GDM
	1		2500 SUDDERTH DR. A1					1		1			NO ONE PREENT, OWNER HAS NO KNOWLEDGE	GDM
20250471		1	219 JUNIPER		1						1		NO PLANS - SAW FRAMING EFFORTS	GDM
20240471		1	505 1ST STREET			1				1			P/ROUGH	GDM
20240471		1	505 1ST STREET				1			1			M/ROUGH	GDM
20250447	1		159 MESCALERO										CHANCE OF OCCUPANCY	GDM
20240055E		1	214 EXCALIBUR	1						1			E/ROUGH	GDM
20240055P		1	214 EXCALIBUR			1				1			P/ROUGH	GDM
20240055		1	214 EXCALIBUR				1			1			M/ROUGH	GDM
	1		723 MECHEM					1				1	NO ONE PRESENT	GDM
20250457	1		1129 MECHEM		1							1	GREASE TRAP NO WATER	GDM
	1		1216 MECHEM									1	NO ONE PRESENT	GDM
20250285P		1	107 RAINIER			1				1			P/ROUGH	GDM
20240055		1	214 EXCALIBUR		1					1			FRAME	GDM
20250140		1	138 CLIFFSIDE		1								FRAME	GDM
20250140		1	138 CLIFFSIDE										E/ROUGH	GDM
202401255		1	114 DEER PARK	1						1			E/FINAL	GDM
20240255		1	114 DEER PARK		1							1	B/FINAL	GDM
20250419		1	133 BLACKSTONE	1									MHD SERVICE ELECTRIC	GDM
20250111E		1	126 FLUTE PLAYER	1						1			E/ROUGH	GDM
20250111		1	126 FLUTE PLAYER		1							1	FRAME NO PLANS NEED TRUSS	GDM
20230226		1	209 SPENCER										SERVICE	GDM
20250413		1	1135 MAIN	1								1	E/ROUGH NO WATER IN PIPES	GDM
20220634		1	614 EXCALIBUR	1								1	P/ROUG	GDM
20220634		1	614 EXCALIBUR			1				1			M/FINAL	GDM
20250459		1	142 GAVILAN CANYON				1			1			SERVICE	GDM
20250462		1	122 BEN HOGAN	1						1			TEMP POLE	GDM
20240852E		1	261 CINCH										E/ROUGH	GDM

20250218	1	103 PLUMAS PLACE		1					1	BWP	GDM
20250140	1	138 CLIFFSIDE	1						1	E/ROUGH	GDM
20250140	1	138 CLIFFSIDE		1					1	FRAME	GDM
20250463	1	130 EAGLE CREEK							1	PIERS/CMU	GDM
20240255	1	114 DEER PARK				1			1	GAS SERVICE	GDM
20240255	1	114 DEER PARK		1					1	B/FINAL REINSIP	GDM
20250111	1	126 FLUTE PLAYER		1					1	FRAME REINSP	GDM
20240852	1	261 CINCH	1						1	E /ROUGH	GDM
20250419	1	133 BLACKFOOT	1						1	SERVICE MHD	GDM
20230226	1	209 SPENCER	1						1	SERVICE	GDM
20240388	1	110 SAN FELIPE	1						1	SERVICE	GDM
20250459	1	142 GAVILAN CANYON	1						1	SERVICE	GDM
	1	2900 SUDDERTH DR.					1		1	NO THERE, NOT READY	GDM
	1	723 MECHEM					1		1		GDM
	1	1216 MECHEM					1		1	WRONG ADDRESS GIVEN	GDM
	1						1		1	FOOD TRUCK CALLED NO ANSWER	GDM
	1	2801 SUDDERTH					1		1	NEED INSTALLATION INFO	GDM
20230346	1	113 PAT THOMPSON	1						1	BWP HAVE NOT COMPLETED PRIOR CORRECTION	GDM
20250457	1	1129 MECHEM				1			1	HAVE NOT COMPLIED WITH CORRECTION NOTICE	GDM
20250054	1	112 EMBDY		1					1	FT6	GDM
20240873	1	101 PLUMAS	1						1	S/PAN	GDM
20240510	1	184 EAGLE CREEK		1					1	STRUCTURAL NO PLANS SH APPEAERTS SHORT NAILED	GDM
20250030	1	247 LAKESHORE	1						1	P/ROUGH	GDM
20250465	1	2058 DEER PARK		1					1	FTG	GDM
20250222	1	223 MIDIRON		1					1	FTG NO PLANS	GDM
20250111	1	126 FLUTE PLAYER		1					1	FRAME REINSP TRUSSES WRONG STEEL	GDM
20240204	1	216 LEE TREVINO	1						1	NO PLANS ENGINEERED DRYWALL	GDM
20250234	1	114 AUGUST		1					1	FINAL	GDM
	1	2500 SUDDERTH DR A1					1		1	NO ONE THERE	GDM
		666 SUDDERTH								DAMAGE ASSES FIELD VISIT NEED REPORT	GDM
20250307e	1	303 PEAVES	1						1	E/FINAL REINSP NO ACCESS	GDM
20250447	1	159 MESCALERO	1						1	CHANCE OF OCCUPANCY - NOT READY	GDM
20250514	1	143 SINGING PINES	1						1	SERVICE - COULD NOT FIND	GDM
20250413	1	1135 MAIN		1					1	SLAB	GDM
20250484	1	437 FLUME	1						1	HOT TUB	GDM

20250488		1	126 BRADY CANYON	1						1	FLOOD ISSUES	GDM	
20240757		1	160 WALTER HAGAN		1					1	BWP	GDM	
20240460		1	168 WALTER HAGAN			1				1	S/PAN	GDM	
20240852P		1	261 CINCH			1				1	ROUGH/P	GDM	
20240852		1	261 CINCH			1				1	ROUGH/M	GDM	
20230226		1	209 SPENCER	1							1	FINAL/E NOT READY	GDM
20250447		1	159 MESCALERO		1							CHANGE OF OCCUPANCY-CONSULT	GDM
		1	107 RAINIER			1				1		HYDRONIC HEAT/ROUGH	GDM
20230346		1	113 PAT THOMPSON	1							1	BWP	GDM
20250210E		1	456 FT. STANTON	1						1		FINAL ELECT - BONDING REPAIRS	GDM
20250210		1	456 FT. STANTON		1					1		FINAL BLDG	GDM
20240744		1	176 DEL MONTE			1				1		ROUGH TOPOUT/PLUMB	GDM
20250307E		1	303 PEARL	1						1		E/FINAL REINSP	GDM
20240149		1	107 ALTO MESA				1			1		M/FINAL	GDM
20250511		1	212 MAVERICK	1						1		MHD SERVICE	GDM
20250507		1	121 ANTLER							1		TEMP POWER	GDM
20240510E		1	184 EAGLE CREEK	1						1		E/ROUGH	GDM
20240510P		1	184 EAGLE CREEK			1				1		P/ROUGH	GDM
20240510		1	184 EAGLE CREEK		1					1		FRAME	GDM
20220634		1	614 EXCALIBUR	1						1		F/ELECT	GDM
20240055		1	214 EXCALIBUR		1					1		INSULATION	GDM
20250429		1	201 JACK LITTLE			1				1		S/PAN	GDM
20250429		1	201 JACK LITTLE			1				1		R/PLUMB	GDM
20250302	1		948 HWY 48	1						1		SERVICE	GDM
20250518		1	186 TELLURIDE	1							1	TEMP POWER - HAS NOT PAID FOR PERMIT	GDM
	32	275		81	120	25	12	16	41	200	63		

LEGEND:

FTG = FOOTINGS
S/PAN = SHOWER PANS
CMU = CONCRETE MASONRY UNIT
C/O = CERTIFICATE OF OCCUPANCY
BWP = BRACE WALL PANEL
MHD PLACEMENT = MANUFACTURED HOUSING DEPARTMENT PLACEMENT
STR = SHORT-TERM RENTAL

CONVENTION CENTER

EVENTS

DATE	EVENT	APPROX. # ATTENDEES
July 7-9, 2025	Archaeology & Astronomy Conf.	150
July 10-13, 2025	Fellowship of Christian Athletes	265
July 16-19, 2025	Calvary Chapel New Harves	280
July 18, 2025	Elk Meadows Luncheon	45
July 20-22, 2025	Plains Cotton Coop	75
July 23-28, 2025	Ruidoso Art & Wine Festival	1700

July 29-30, 2025	Region 9-Member District Meeting	450
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- | | |
|---|--------------|
| 1. West Texas/NM Floral Assn | August 1-3 |
| 2. VOR-WUI | August 5 |
| 3. NM Academy Family Physicians | August 6-10 |
| 4. NM Sheriffs Association | August 11-15 |
| 5. Rocky Mountain Elk Foundation | August 16 |
| 6. Region 9 meeting | August 21 |
| 7. Farm Bureau Financial Services | August 20-21 |
| 8. Ruidoso Evening Lions Antique Show | August 23-24 |
| 9. NM Fire Marshals | August 25-28 |
| 10. All American Gun & Collectible Show | August 29-31 |

EVENTS & STRATEGIC PARTNERESHIPS

- EOC – Flood disaster operations for businesses and upper canyon
- XTERRA Gold Event Triathlon planning
- Under a Mountain Sky Concert Series

FINANCE

Finance Department:

- Council monthly reports for July (Period 01 FY 2026) will be available by mid-August.

June 2025 Benchmarks:

GRT Revenue up 1.63% from PY (\$334,270 increase).

Gasoline Tax Revenue down 10.73% from PY (\$13,056 decrease)

Lodgers' Tax Revenue down 29.28% from PY (\$878,672 decrease)

Monthly Council reports are available on the Village website.

- There were three (3) project worksheets (PW) approved for the McBride Fire for a total of \$423,169.54 in funding. Received \$376,350.90 in Federal Funds and total outstanding \$46,818.64 (State). Waiting on instructions on how to move forward to receive other funding.
- The Village is currently working with NM DHSEM to reconcile expenditures associated with the FEMA PW155 Sewer Line Project. We have reconciled all expenditures through 12/31/24. Total project expenditures equal \$31,031,154.66 (Fed \$23,373,366, State \$5,585,607.84, and VOR \$2,172,180.82). Outstanding funds due from the State \$2,572,214.32. The balance on PW 155 totals \$2,428,773.35 can be used on other projects associated with the sewer line. Village staff is meeting with NMDHSEM to identify potential qualifying projects.
- The Village is also working with NM DHSEM to reconcile expenditures incurred with the design of the six (6) FEMA bridges. Once reconciled, hopefully the state and federal portions of

expenditures incurred will be released from the State as a part of the pay as you go process. Total expenditures incurred through 12/31/24 equal \$2,049,199.54.

- The interim budget for FY 2026 was approved by DFA on 06/17/25. Ending cash balances are due 07/31/25 before DFA can approve the final budget. Balances were submitted on 07/29/25.
- Close out of FY 2026 was completed and purchase orders were rolled over. Finance has begun reconciliation of 06/30/25 ending balances to prepare the budget adjustment for FY 2025 Rollover. Budget should be adjusted mid-August.
- Trial balance showing EOY account balances was submitted to the Auditors. Reconciliation of ending balances has begun. Audit is due to the State Auditor by December 15th.
- The reversion of the DWI grant for FY 2025 is \$13,336.46 which will more than likely be received in a supplemental grant in FY 2026.
- Outstanding legislative appropriations and grants:
 - Recreation (23-H3061) \$363,140.97
 - Veteran's Conference Center (24-I2993) \$450,000.00
 - Watershed Thinning (24-I2997) \$500,000.00
 - Flood Damaged Roads, Bridges, Infrastructure (A23H2521) \$1,800,000.00
 - Lift Station Infrastructure (24-I2489-3) \$2,078,004.32
 - Sewer Line at Racetrack (24-I2489-2) \$1,066,549.30
 - Emergency McDaniel Bridge (25-J2492-2) \$350,000.00
 - Emergency RWWTP (25-J2492-1) \$1,500,000.00
 - Emergency Upper Canyon (25-J2492-3) \$932,000.00
 - Thinning (25-J3023) \$750,000.00
 - Surrender Box (22-G2444-17) \$10,000.00
- Waiting on reimbursement for the following:
 - FAA Taxiway A (3-35-0052-032-2024) \$42,418.07

Utility Billing

- Customer Service Manager has taken over the Utility Supervisor duties and is attempting to get all the billing and adjustments caught up.
- Department Statistics:
 - JULY 2025
 - Lien Letters Sent Out: 0
 - Lien Request Sent to Village Clerk: 0
 - Payment Arrangements Process: 0
 - Leaks: No accurate count due to flooding
 - Work Orders: 290
 - Shut-Offs: None due to flooding

IT

- **Fiber to Homes**

Windstream project is almost completed! Crews are working on cleaning up items throughout the area. Please notify Robin or Andrew if you know of anything that needs to be addressed. Windstream officials are working with the administration to schedule a ribbon cutting ceremony.

- **Server Move to Horton** Systems MD has been rescheduled until after the monsoon season. Power issues in the IT room have been fixed, and everything is ready to move forward. Andrew will help coordinate logistics for anything needed from the village side to move the main servers from Village Hall to the Horton Complex.
- **Expiration of support of Windows 10** IT has a list of all computers that can be upgraded from Windows 10 software to Windows 11. Several departments have placed orders to upgrade computers if possible -still ongoing.
- **Phone System** - Windstream - has begun the process of upgrading the phone system and installing new phones throughout the village. Departments have confirmed the # of phones for their locations and other setup issues. Phones have been delivered to Horton. Andrew is working on setting an installation schedule for each department. Install schedule is working around EOC operations at this time.
- **Phone Redundancy** Identify and verify alternative pathways for communications in the event of phone / cell phone outages. Adding some department cell phones to alternate carriers in the event of emergencies or service loss. Identifying these phones on a case-by-case basis.
- **Long Term Capital Replacement Calendar** Identify all major IT equipment and replacement schedule with funding. No change or progress currently.

Public Wi-Fi Access	Avg User / Day	Total Users / Month	Avg Gb/ Day	Total GB / Month
Convention Ctr	5.3	106	32.58	651.67
Library	2.3	46	7.10	142.00
Village Hall	5.1	102	8.05	161.09
Horton EOC	6.8	136	44.72	894.36

Capital Projects

Projects in Construction

Project	Contractor	Substantial – Final Completion
Horton Complex Phase 2	White Sands Construction	Finalizing Phase II
603 Mechem Housing	Homespot	Stalled due to flooding events
Lift Station Rehabilitations	James, Cooke, & Hobson, Inc	Stalled due to flooding events

Tank Restoration Phase I	D&R Tank Company	Working towards completion
Upper Canyon Surface Diversion	Spartan	Stalled due to flooding events
Broadband Expansion	Windstream Communications	Crews continuing installation
Convention Center Exterior Repairs	Rymarc Construction	Front entrance of building completed
Monsoon 2025 Recovery	Various	Village Teams & Contractors working hard to restore the Village to normal operations after each flood event

Project Progress Highlight: Convention Center Re-Stucco Project



Contractor: Rymarc

Project Budget: \$450,000.00

Project Cost to Date: \$0.00

Funding: General Fund Reserves

Estimated Completion Date: Beginning of September

Procurement Activities:

Purchase Order Summary Report

July 2025: 748 Count

July Value:

\$29,814,089.79

FY26 Issued YTD: 748 Count

Total Value:

\$29,814,089.79

RFP #2025-012P Comprehensive Master Planning and Economic Analysis Services

Advertisements for RFP #2025-012P will start on 5/1/25. Pre-Proposal will be held on 5/15/25 @ 10:00 am. Proposals will be due on 6/26/25. Award and contract are anticipated to be on the 8/12/2025 Council Agenda.

ITB #2026-001B RWWTP UV Replacement Project

Advertisements for ITB #2026-001B will start on 7/3/2025. Pre-Bid will be held on 7/15/25 @ 11:00 am at RWWTP. Bid opening will be held on 8/5/25 @ 2:00 at Village Hall Council Chambers. Award and Contract are anticipated to be on the 9/9/25 Council Agenda.

FIRE

Tuesday, August 5, 2025

Manager's Report

We changed to Level I Fire Restrictions

The Ruidoso Fire Department is always monitoring the Energy Release Components and looking at the trends. Ruidoso area is 80



PUBLIC ANNOUNCEMENT VILLAGE OF RUIDOSO

EFFECTIVE: July 7, 2025, 10:00 AM

FIRE RESTRICTIONS FOR THE VILLAGE OF RUIDOSO

LEVEL I RESTRICTIONS

1. Commercial fire pits are authorized for use (if specifically approved by the fire marshal).
2. Outdoor cooking is permitted on all types of appliances, including charcoal.
3. Non-commercial fire pits, campfires, and/or fireworks are not allowed within the village of Ruidoso unless specifically permitted by the fire marshal.

PLEASE BE RESPONSIBLE AND FIREWISE:

- Citations Will Be Given for Improper Cigarette Disposal.
- Citations Will Be Issued - No Exceptions - No Warnings.
- Ruidoso Fire Dept. Will Promptly Notify the Public of Any Changes.
- Thank You for Your Cooperation.

**IF YOU HEAR THE OUTDOOR WARNING SIRENS:
TUNE INTO 1490AM OR VISIT WWW.RUIDOSO-NM.GOV/EMERGENCY-INFORMATION
IMMEDIATELY FOR FURTHER INSTRUCTIONS**

Cade Hall, Fire Chief
Ruidoso Fire Department

- There were 202 calls ran from July 1, 2025 - July 31, 2025. This includes fire and medical calls. This is a final count per state once all reports have been approved and submitted

through NMEMSTARS (the state reporting system we use) from this point on we will only report final numbers once we have them confirmed by the State.

- July 1st Council Workshop & Weekly FBS Meeting for RMP.
- July 2nd Xterra Command meeting & Lincoln National Forest restrictions went down to Level 1.
- July 4th Fire personnel attended Parades in Alto, Capitan & Mescalero.
- July 5th Fire personnel were on standby for Run white and Blue & the All American Tailgate and drone show @ White Mountain Sports complex.
- July 8th 11:00 am Meeting with Police & Fire Chiefs, Emergency Manager & Dispatch over training on the Alert systems for the village.
- Attended Council Meeting, discussion over naming Main Station 1 Virgil G. Reynolds Memorial Station. Left early this is the day of the first big flood.
- July 22nd had interviews with KRQE.
- July 23rd Command 3 had a full service.
- July 24th Engine 16 had a full service, had the large flood on the north side of town out of Cedar Creek.
- Attended Special Council Meeting.
- July 25th Engine 12 full service.
- Firefighter Davis returned from officer 1 class that was hosted in Las Cruces.
- Attended a Meeting with LCMC over helipad proposal behind LCMC.
- July 28th Engine 14 with 2 firefighters headed to California to assist with Wildland fires.
- July 29th Attended Special council meeting. SBRA flights.
- July 30th Had RFD officers meeting.
- Attended meeting with local school district regarding monsoon season flooding protocols and warning for this upcoming school year.
- July 31st Attended the Mayors Agenda review (purchase of the 2 class A pumpers loan ordinance).
- Interview with Eric regarding flooding and progress made in village.

July Fire Marshal Report:

INSPECTIONS/INVESTIGATIONS:

- 14 fire inspections
- 7 fire pit inspections

TRAINING:

- Each shift is conducting 3 hours of daily ISO training and 1 hour of physical fitness training.
- Swift water field training conducted with out-of-town swift water teams.
- Training on ESO software attended.

OTHER:

- ESO software implementation: All training, hydrants and personnel data are entered. Go live date is tentatively scheduled for 9/1/25
- NERIS system setup complete for state required fire reporting.
- Xterra command meeting attended
- Crews attended several 4th of July parades
- Crews coordinated response with several swift water teams during the flood response in July.

Name: Dick Cooke	Fiscal year	This Period
Forestry Current Activities Report	25/26	7/1 to 7/31
Item:		
Hazard Tree Removal:		
private property	13	13
village property	3	3
Public Service Visits, Insects/Disease/Misc	12	12
Permits issued for Tree Removal (20" plus)		
Private Property Compliance:		
initial	90	90
final	73	73
acres completed	24.7	24.7
New Construction :		
initial Inspection and Fire Hazard Rating	1	1
final Inspection and Approval	1	1
New Construction Permitting Fees :		
forestry	\$100	\$100
solid waste		
Village property Treated:		
Hired 3 new technicians and began training.		
Bought 3 new trucks		

HUMAN RESOURCES

Recruiting

HR is continuing to hire for many positions throughout Village departments. We are recruiting from Government Jobs, and some positions are advertised on Indeed and Linked In. We onboarded 5 new hires in July (in Water Distribution/Sewer, Forestry, Convention Center, and Water Resources).

2025 Village of Ruidoso Summer Internship Pilot Program

The Village of Ruidoso welcomed seven interns for the summer who worked across various departments, including Tourism, Human Resources, Finance, Emergency Management, and Fire (2 Interns). In addition to gaining hands-on experience within their assigned departments, the interns collaborated on three main projects: a personal autobiography, a group presentation highlighting how each department serves the community, and a final reflection to capture key takeaways. The group also participated in a series of "Lunch and Learn" sessions, where they engaged with staff from

various departments to broaden their understanding of village operations and career paths in public service. We are proud of the growth and contributions our interns have made this summer, and we hope this experience left a lasting impact on their professional journeys--with the possibility of welcoming some of them back in the future, while also offering even more students the opportunity to engage, learn, and make a meaningful difference in our community.

Other HR News

Annual Employee Evaluations went out to Directors/Managers/Supervisors on 7/1/25. We are reviewing and approving or returning these for updates as they are submitted.

Safety News and Upcoming Safety Training

Safety classes were put on hold due to the increased workload due to recent flooding; however the Safety Coordinator has been out checking in with employees.

LIBRARY

GENERAL INFORMATION:

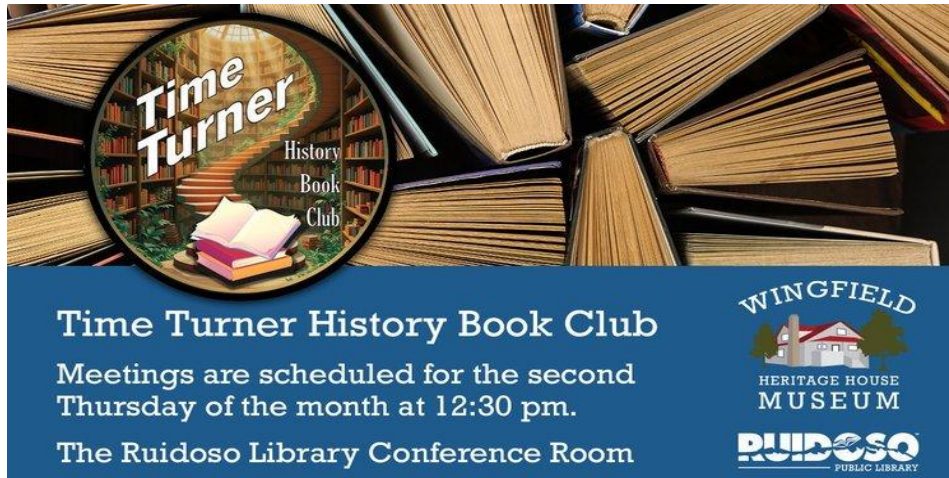
- The Library Manager supervised the Emergency Operations Call Center from July 8th through July 25th.
- The Library Manager is working on logging the Ted Bonnell Donation.
- The Library Manager continues database housekeeping of the Biblionix Integrated Library System.
- The Library Manager attended EOC Weather Briefings.
- The Library Manager is working with the Village Project Manager to get the condenser fan motor and fan blade replaced on our HVAC system.
- The Friends of the Library Board will meet again on September 2nd at 4 pm in the Library Conference Room.
- The Ruidoso Public Library Advisory Board will have their next meeting on September 3rd at 12 pm in the Library Conference Room.
- The Library Supervisor received her New Mexico Class I Library Certification. This certifies her to be the Director of a Public Library for populations between 3,000 and 10,000.
- The Library Supervisor continues to help input records into Past Perfect Software for the Wingfield House Museum and Heritage Center.
- The Youth Services Librarian will begin her library classes at Pueblo Community College in August. She will take 3 library science classes. After classes are passed and completed, she will be able to apply for her NM Class I Library Certification in June of 2026.
- Library Staff worked at the Emergency Operations Call Center from July 8th through July 25th.
- Library Staff attended weekly Safety Meetings at Village Hall.

Outreach Services:

- The Agency is working on the decals for the Outreach Van. .
- The Library Manager and Youth Services Librarian will be at the PIECE Coalition's Back-to-School bash on Saturday August 2nd at Wingfield Park.
- The Youth Services Librarian will be at the Elementary School meet and greet on August 6th from 8 am to 11 am.

Adult Services:

- The Office of the State Engineer was in the conference room to offer help with water issues on Tuesday, July 1st from 9 am to 12 pm. Their next monthly visit will be August 5th.
- The Library hosted DHSEM for the month of July and will continue to host them for the month of August.
- The Library has partnered with the Museum Manager for a History Book Club called Time Turners. They will meet on the second Thursday of each month at 12:30 pm in the Library Conference Room. The next meeting will be on August 14th.



- The Ruidoso Writers Group meet every two weeks on Tuesday afternoons. There was an average of 6 attendees per meeting. Their meetings are moving to a different time and location to join up with an artist group.
- We have completed the Adult Summer Reading. Winners were announced on July 31st and gift bags were given to the winners.
- These were the July Adult Displays.

Science Fiction Month Display





What to Read Next Display



Quilting Display by Ruidosew



Rescheduled Summer Music Performances

Summer Music Series

Save the Rescheduled Dates

Music Begins at 6 pm
on the stage behind the
library.



- Aug 14th Piper Adamian presents
Last Nights News
- Aug 21st The Moneymakers
- Sept 11th Cactus Sol
- Sept 18th Julia Cozby

Bring the Family, snacks,
chairs and blankets!





In case of incimate
weather music will
move indoors.

www.ruidosolibrary.org

Youth Services:

- Youth Services had to cancel activities for the last week of Summer Reading due to weather.
- Youth Services has notified the Summer Reading age category winners and distributed the prizes.

- Youth Services has no programs till September, and they are prepping for the fall programming.
- Youth Services Displays

Photo opportunity in Youth Services completed by Summer Reading attendees.



Language Month



Kai Brown's Art Display from her book "Doodle Dog" which she will read in October. Participants will make their own Doodle Dogs and will receive a free copy of her book.



ON-GOING PROJECTS:

- Continuing to catalog and process adult and youth materials for placement on new shelf.
- Working on record database maintenance and clean up as well as member database corrections and updates.
- Ongoing weeding and repair of library materials.
- Collection Development for Adult and Youth materials.
- On going training for staff to keep them up to date on technology, emergency operations, and all the varied areas of library work.
- Ongoing logging of donated materials for Ted and Glynda Bonnell Collection.
- Increasing library outreach programming.
- Increasing library Adult programming.

STATISTICS:

- Library material checkouts were 3,299 and check ins were 3,633.
- Visitors total were 7,379.
- We issued a total of 39 new cards and updated 152 cards.
- Overdrive e-book checkouts were approximately 783. We had approximately 14 new users. There were 440 holds for e-audios and 244 holds for e-books and we had 57 holds for print materials.
- Database usage from Catalog Page: El Portal 4; Pebble Go/Next 3; NM News Plus 14; Mango 5, Ancestry 15.
- Reference questions totaled 1,677 .
- Computer users totaled 212.
- Gabbie, a text message application on our Integrated Library System Biblionix, was used approximately 541 times by 116 unique users.
- We added 40 material items.

- We had 15 Interlibrary Loan requests, and 15 books have been received.
- We had the Writer’s Group Meet two times and had a total of 12 attendees.
- There were 863 external catalog searches, 1,133 internal searches by 203 unique users.
- There were approximately 13,672 actions performed in our Biblionix Integrated Library Software.

PARKS AND RECREATION

Ruidoso Schools MOU

MAINTENANCE AND FINANCES

- Staff cleaned Parks and Restrooms, (33-man hours White Mtn.) **\$924.00 personnel.**
- Staff Removed Flood Debris from Complex, Fertilized Athletic Fields, Added 150 Yards of Wood Chips Donated by Exerplay to Kids Konnection Playground, worked on the drainage ditch, and Sprayed Weed Killer,100-man hours.

Total Supplies	\$9,250.00
Water –6/20/25	
Gavilan Water Bill	\$634.72
White Mountain Water Bill	\$7,322.93
White Mountain Electric Bill-June	\$396.65
Personnel	\$3,724.00

\$21,328.30



Photo Courtesy Mark Stambaugh

133

TOTAL HOURS



Parks and Facilities

PROJECTS BY NUMBERS

- Staff cleaned and maintenance parks, and buildings. 1560-man hours.
- Staff picked up trash on medians, parks, free parkings, and cleaned graffiti, 24-man hours.
- Staff worked on athletic fields, 80-man hours.
- Staff mowed and weed eated parks, 80-man hours.
- Staff sprayed Weeds in parks and at Village building, 20-man hours.
- Staff Fertilized athletic fields, 8-man hours.
- Staff worked removing mud for Monsoon2025, 272-man hours.



2044

TOTAL HOURS

Keep Ruidoso Beautiful

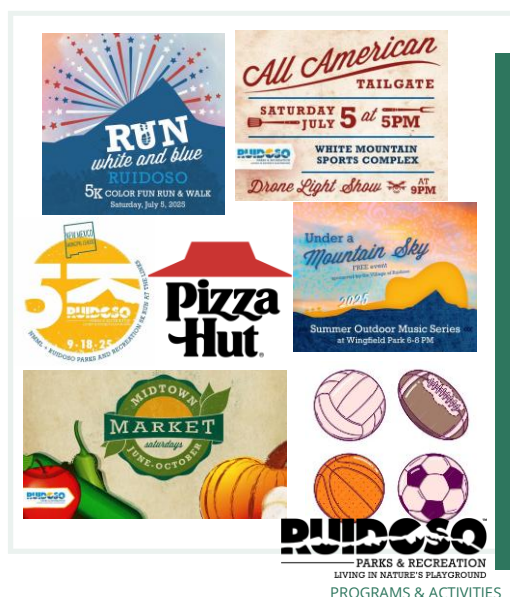
- The Keep Ruidoso Beautiful Committee Meeting was canceled in July.
- Park staff removed graffiti, stickers and picked up trash, 24-man hours.



Programs & Activities

YOUTH AND COMMUNITY ACTIVITIES

- The Run White and Blue 5K Color Run was held at Moon Mountain Recreation Area on July 5th. Over 80 people participated in the run, which was the first ever running event held at Moon Mountain.
- The All-American Tailgate & Drone Show was held at White Mountain Recreation Complex on July 5th. Ruidoso's Independence Day celebration was a free public event that featured live music, children & adult activities, food vendors, sport activities and a Drone Show at the end of the festivities. Total attendance numbers are TBD, but early estimates are between 2500 and 3500 attendees.
- The Recreation team assisted with planning, logistics and staffing for the 2025 Run Ruidoso Marathon & Pizza hut 5k. Over 500 people participated in the events held at Wingfield Park on Friday the 17th and Fort Stanton on Saturday the 18th.
- The Recreation Staff continues to assist with preparations for "Music Under the Mountain Sky" held every Friday at Wingfield Park.
- The Midtown Market continues every Saturday at Country Club Park 9am-1pm.
- Online Registration for Youth Soccer, Flag Football & Volleyball continues to be open for the upcoming Fall Season.



Public Pool Update

- The Swimming Pool opens daily from 11:00AM to 4:30PM
- Chemical controller pumps and impellers are running good.
- Most days we are at full capacity at the swimming pool, except the rainy days.
- Swim lessons started as scheduled with all classes being filled to the max.
- We sold out on Private Pool Parties.
- The swimming pool cleaning robot was sent in for maintenance and repair. We got him back this week.
- The climbing wall needs some repair and is out of order until then.
- A Pool Movie Night (Luca) is scheduled for July 31st.
- The pool will close on August 9th for the public and a Pooch Party is scheduled for August 10th.



Community Center

STAFF AND UPDATES

- The Ruidoso Community Center has been busy with more people showing up for the summer months. Classes are being well attended, meals have been showing a great turnout, and exercise equipment is at an all-time high usage still. Many new people are signing up to be part of the center and staff have been getting numerous calls asking about the classes that are offered. As of June 2025, there have been 114 new people that have attended the center on a daily basis. The center has shown to be a great asset for the public.
- Community Center staff have been active responding to activities that are in place due to the flood disasters that have hit the surrounding areas. The center had to open a full-blown shelter with Red Cross on Tuesday July 8th where staff had to stay around the clock assisting evacuees with items needed. The center housed over 10 evacuees at one point until motels opened their doors to help those in need. Since then, the full-time shelter has transitioned at the center to a stop in temporary shelter from time to time and staff have been staying late on those days needed. Staff continues to monitor for any needed assistance with shelter.
- Ruidoso Community Center Manager has applied and been awarded the Retired and Senior Volunteer Program supplemental grant that helps pay for RSVP staff salaries, fringe benefits, supplies, travel and recognition. The grant is applied for yearly and if awarded it is supplied to the Village of Ruidoso in July of each year.
- The center has been busy on weekends with rentals for birthday parties, baby showers, and even a wedding as well. The rentals can be booked for a minimum of \$100 for 6 hours with small cleaning and damage deposits. These rentals are made affordable for the local people who need a spot to host a small party. The location also has a new playground next to it so the rentals see a huge value for children while renting the center.



4

Staff
Members

40

Weekly
Activities



Community Center

Retired and Senior Volunteer Program

- The Village of Ruidoso RSVP Program continues to grow each month with so many amazing volunteers who love to be here to help and serve the community.
- For the month of July: The RSVP Coordinator Amber Word traveled to Albuquerque for a TIPS Conference. (Training for Innovative Possibilities to Serve) with the New Mexico Aging Services. There was a lot of great information to be learned to put back into our RSVP Program.
- We are also now in our summer Monsoon months, so sand bags have started to become a thing again. EcoServants that are part of AmeriCorps; one of our RSVP Programs partners, are always there to help out in any way possible. Whether it be to clean the trails, do property assessments, mitigation, or help some of our volunteers make sandbags for our summer monsoon months.
- Based on the national value of each volunteer hour in New Mexico, the financial impact of senior volunteers across the state is estimated at over \$13 million. Over this last year, the 1,369 senior volunteers serving with initiatives that include Foster Grandparents, Senior Companion, & the Retired Senior Volunteer Programs provided over 498,000 hours of service. We are tremendously grateful for all of the senior volunteers who serve across our state, and especially in our very own community!! Their dedication, time, and commitment reflect the spirit of compassion and service that exemplifies New Mexico. Whether you are a seasoned volunteer or looking to make a difference for the first time, there are countless opportunities to get involved and make a meaningful impact in your community.
- Retired and Senior Volunteer Program Staff looks forward to all of the out of town visitors, and the summer RSVP volunteers that return to play in our nature's playground. ☺



POLICE DEPARMENT

Dispatch all calls for service

Total Calls for Service- 1,940

Total Positions Available- 11

Total Positions Vacant- 2

Positions Hired this month-0

Total Applications this month – 13

Patrol Division calls for service

Total Calls for Service- 972

Total Arrests made- 12

Total Citations Issued- 99

Total Reports taken- 111

Special Operations Conducted- Monsoon flooding events

Total Positions Available- 20

Total Position Vacant- 6

Positions Hired this month- 1

Total Applications this month –8

ACO/Code Enforcement calls for service

Total Calls for Service- 129

Citations Issued- 0

Special Operations Conducted- Monsoon flooding events

Reports Taken- 2

Total Positions Available- 3
Total Position Vacant- 0
Positions Hired this month- 0
Total Applications this month – 0

Criminal Investigations Division

Total Calls for Service- 53
New Cases Received- 3
Pending Cases- 17
MCU Callouts – 0
Special Operations Conducted- Monsoon flooding events
Backgrounds – 2

Total Positions Available- 4
Position Vacant- 1-Narcotics
Positions Hired this month- 0
Total Applications this month-0

REGIONAL WASTEWATER TREATMENT PLANT (RWWTP)**RUIDOSO - RUIDOSO DOWNS REGIONAL WASTEWATER TREATMENT FACILITY
MONTHLY RECORD FOR INFLUENT AND EFFLUENT**

<u>DATE</u>	<u>DAY</u>	<u>FLOW</u>	<u>TEMP.</u>	<u>pH</u>	<u>T.S.S.</u>	<u>BOD5</u>	<u>E. COLI</u>	<u>TRC ug/L</u>	<u>INF. T.S.S.</u>	<u>INF. BOD5</u>
07/01/25	Tues	1.39	22.2	7.23			18.5	N/A		
07/02/25	Wed	1.32	22.3	7.15	0.47	1.22		N/A	285.0	190.1
07/03/25	Thu	1.38	22.3	7.20				N/A	VSS 237.0	pH 7.45
07/04/25	Fri	1.51	22.2	7.14				N/A	VOL.83.2%	TEMP. 13.6
07/05/25	Sat	1.62	22.0	7.01	0.47	1.22	18.5	N/A	99.8	99.4
07/06/25	Sun	1.69	22.3	7.10				N/A	%removal	%removal
07/07/25	Mon	1.67	22.3	7.22				N/A		
07/08/25	Tues	1.67	22.4	7.27				N/A		
07/09/25	Wed	0.79	22.3	6.96				N/A		
07/10/25	Thu	0.95	22.7	7.24				N/A		
07/11/25	Fri	1.12	22.8	7.23				N/A		
07/12/25	Sat	1.29	22.5	7.19				N/A		
07/13/25	Sun	1.46	22.2	7.11				N/A		
07/14/25	Mon	1.26	22.3	7.22				N/A		
07/15/25	Tues	1.34	22.2	7.18			8.50	N/A		
07/16/25	Wed	1.23	22.4	7.15	1.40	0.75		N/A	363.7	108.1
07/17/25	Thu	1.22	22.3	7.19				N/A	VSS 271.7	pH 7.60
07/18/25	Fri	1.21	22.4	7.33				N/A	VOL.74.7%	TEMP. 14.0
07/19/25	Sat	1.34	22.6	7.31	1.40	0.75	8.50	N/A	99.6	99.3
07/20/25	Sun	1.33	22.8	7.37				N/A	%removal	%removal
07/21/25	Mon	1.28	22.7	7.37				N/A		
07/22/25	Tues	1.46	22.4	7.42				N/A		
07/23/25	Wed	1.41	22.6	7.42				N/A		
07/24/25	Thur	1.22	22.5	7.30				N/A		
07/25/25	Fri	0.86	22.9	7.26				N/A		
07/26/25	Sat	1.24	22.8	7.31				N/A		
07/27/25	Sun	1.37	22.8	7.38				N/A		
07/28/25	Mon	1.38	22.5	7.35				N/A		
07/29/25	Tues	1.49	22.4	7.20			8.16	N/A		
07/30/25	Wed	1.46	22.8	7.43	1.73	0.67		N/A	440.1	91.8
07/31/25	Thu	1.25	22.2	7.29				N/A	VSS 226.4	pH 7.60
									VOL.51.4%	TEMP. 14.4
					1.73	0.67	8.16		99.6	99.3
									%removal	%removal
MONTHLY AVG.		1.33			1.20	0.88	21.3			
Flooding 7/8, Affected Flows on 7/9, 7/10, 7/11										
Flooding 7/25, Affected Flows on 7/25										

FOG RESULTS

Mescalero, New Mexico

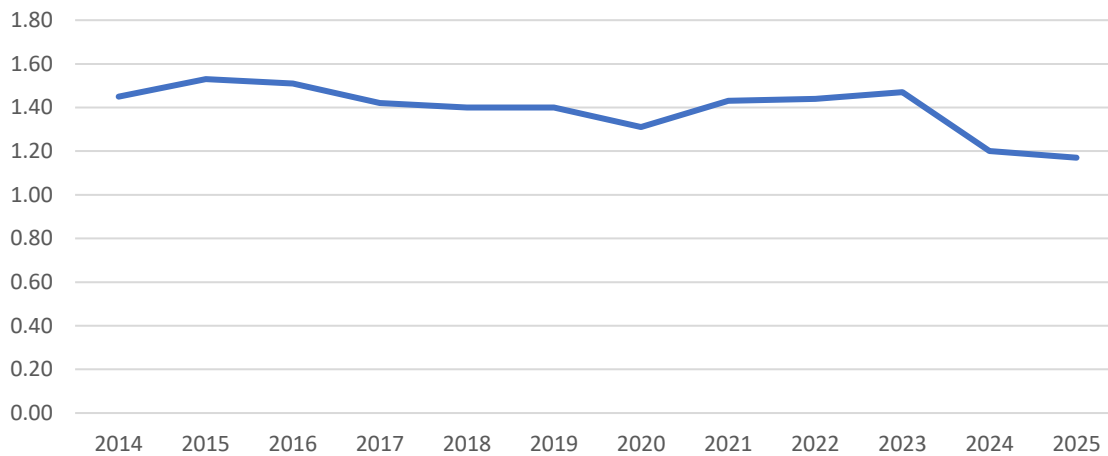
<u>Collection Date</u>	<u>N-Hexane Extractable</u>	<u>Location</u>
N/A	Flooding	IMG - Carrizo Canyon
N/A	Flooding	Palmer Loop Manhole, Mescalero
N/A	Flooding	Metering Station

FOG RESULTS (RWWTP - INFLUENT)

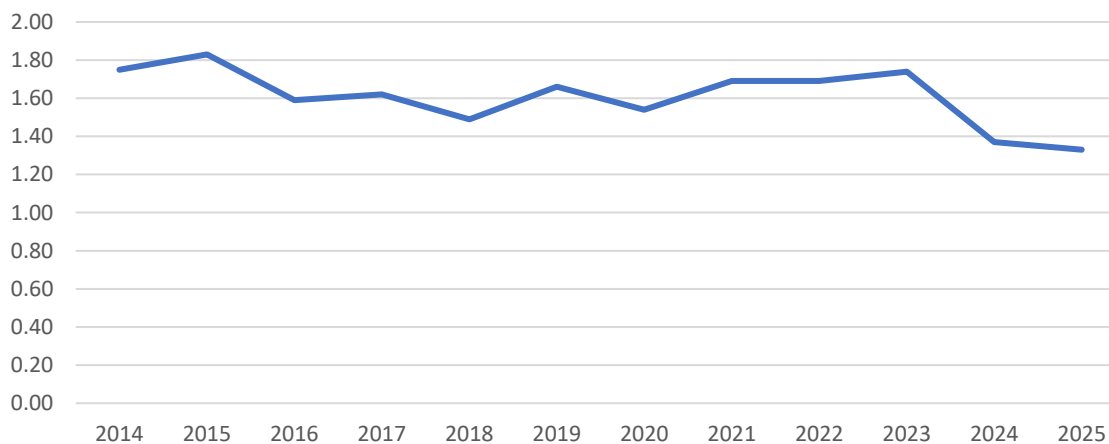
Ruidoso Downs, New Mexico

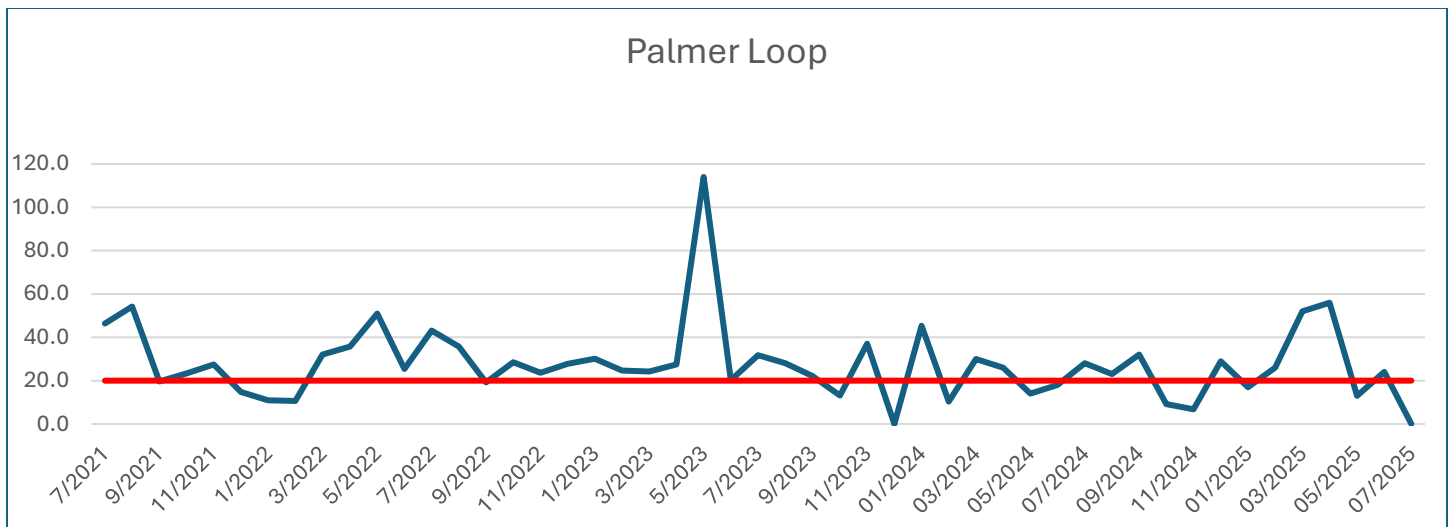
<u>Collection Date</u>	<u>N-Hexane Extractable</u>	<u>Location</u>
N/A	Flooding	Wastewater Treatment Plant

Influent - July Yearly Comparison



Effluent - July Yearly Comparison





SOLID WASTE

- The department is down one CDL Truck Driver, and a Mechanic.
- Grapple pick up has really picked back up. There are lots of needles falling (this time of year) and people are out cleaning; on top of forestry compliance clearing.
- We only have 2 to 3 grapple drivers running full time. We are having to pull grapple drivers to run other routes including refuse and transport.
- We are still getting some illegal dumping. People are still cleaning out their homes of flood debris and others are remodeling damaged property.

Universal Waste Systems Statistics:

- Listed below you will find information regarding green-waste that has been collected within Village of Ruidoso and taken to Sierra Contracting/Universal Waste Systems for disposal:

Fiscal Year		Cubic Yards of Yard Debris to Sierra Contracting	Fee	Loads
2023/2024				
JUL		5,780.00	\$56,130.66	266
AUG		4,538.00	\$44,069.37	214
SEP		4,352.00	\$42,263.09	198
OCT		3,361.00	\$32,639.30	164
NOV		3,559.00	\$34,562.12	166
DEC		3,725.50	\$36,179.03	178
JAN	UWS	4,261.00	\$41,721.91	198
FEB		2,250.50	\$56,039.41	265
MAR		3,180.00	\$31,284.76	150
APR		3,658.00	\$33,141.48	170
MAY		4,779.00	\$43,805.10	219
JUN		4,660.00	\$42,219.60	215
	TOTAL	48,104.00	\$494,055.83	2403
TONS		7215.60		

Fiscal Year		Cubic Yards of Yard Debris to Universal Waste Sys.	Fee	Loads
2025/2026				
JUL		3,579.00	\$32,425.74	165
AUG		0.00	\$0.00	0
SEP		0.00	\$0.00	0
OCT		0.00	\$0.00	0
NOV		0.00	\$0.00	0
DEC		0.00	\$0.00	0
JAN		0.00	\$0.00	0
FEB		0.00	\$0.00	0
MAR		0.00	\$0.00	0
APR		0.00	\$0.00	0
MAY		0.00	\$0.00	0
JUN		0.00	\$0.00	0
	TOTAL	3,579.00	\$32,425.74	165
TONS		536.85		

Lincoln County Waste Transfer Statistics:

- Listed below are the year-to-date deliveries of municipal solid waste from Lincoln County via Universal Waste Systems to the Gavilan Canyon Transfer Station:

MONTH	GROSS LOADS	GROSS TONS DELIVERED TO T.S.	PRE TAX FEE
2024/2025			
MARCH	26	164.26	\$9,847.39
APRIL	30	173.89	\$10,424.71
MAY	29	171.55	\$10,284.42
JUNE	20	126.55	\$7,586.67
JULY	27	170.97	\$10,249.65
AUGUST	23	134.50	\$8,063.28
SEPTEMBER	22	104.66	\$6,274.37
OCTOBER	15	98.10	\$5,881.10
NOVEMBER	23	149.22	\$8,946.34
DECEMBER	30	166.08	\$9,956.50
JANUARY	30	173.07	\$10,375.55
FEBRUARY	24	150.84	\$9,042.86
	299	1,783.69	\$106,932.84

MONTH	GROSS LOADS	GROSS TONS DELIVERED TO T.S.	PRE TAX FEE
2025/2026			
MARCH	26	164.26	\$10,093.78
APRIL	28	181.51	\$10,545.43
MAY	26	124.15	\$7,629.02
JUNE	25	125.08	\$7,686.17
JULY	25	122.53	\$7,529.47
AUGUST	0	0.00	\$0.00
SEPTEMBER	0	0.00	\$0.00
OCTOBER	0	0.00	\$0.00
NOVEMBER	0	0.00	\$0.00
DECEMBER	0	0.00	\$0.00
JANUARY	0	0.00	\$0.00
FEBRUARY	0	0.00	\$0.00
	130	717.53	\$43,483.87

Gavilan Canyon Transfer Station:

- Listed below are the year-to-date deliveries of solid waste made to the Gavilan Canyon Transfer Station then transferred via transport semi-trucks to Otero-Greentree Landfill in Orogrande: (No bill to update for August 2023 or July 2025)

Fiscal Year	Solid Waste Tonnage	Fee	Loads
2023/2024			
JUL	1,109.09	\$18,074.24	50
AUG	0.00	\$0.00	0
SEP	975.73	\$16,144.42	45
OCT	932.94	\$15,298.72	47
NOV	895.73	\$14,796.86	42
DEC	857.13	\$14,096.48	42
JAN	985.51	\$16,217.86	48
FEB	804.85	\$13,286.50	38
MAR	835.98	\$13,851.32	38
APR	859.71	\$14,831.11	41
MAY	989.04	\$16,385.89	45
JUN	773.76	\$13,631.39	36
TOTAL	10,019.47	\$166,614.79	472

Fiscal Year	Solid Waste Tonnage	Fee	Loads
2024/2025			
JUL	1,111.64	\$18,849.41	46
AUG	938.31	\$15,904.37	42
SEP	862.67	\$14,643.57	38
OCT	820.19	\$13,857.64	38
NOV	827.71	\$15,314.62	38
DEC	913.16	\$15,414.01	43
JAN	877.82	\$14,750.60	43
FEB	771.94	\$12,999.60	37
MAR	808.00	\$13,597.47	39
APR	830.13	\$13,937.61	41
MAY	893.36	\$15,073.71	42
JUN	960.94	\$16,253.74	44
TOTAL	10,615.87	\$180,596.35	491

STREETS

Trimming

- Brush/ Tree Trimming: stump removal : Junction, Gavilan

Speed Limit, Street Name & Safety Signs: ("One Call" Marking – Installation - Repair)

- Signs: Warrior, White Mountain, George McCarty, Brady

Road & Right of Way Maintenance: (Motor Grader - Backhoe Dirt Work)

- Haul Dirt/ Aggregates/Cold Mix/Millings: Main Bridge #1 & # 2, Johnson
- Jersey Barrier/Orange Barricades: White Mountain, Sleepy Hollow
- Shoulder Work/Pick up Debris: Brady

- Road Repair/Maintenance: Ongoing in flood zones
- Flood Watch/Debris Removal/Clean Roads: village wide, Alonzo Way, Oak Grove Place, Chelsea, Eagle Bridge, North Loop, Main, Bridges 1&2, Gavilan, Warren Tucker, Perk, Park, George McCarty

Drainage Issues: (Ditch Cleaning – Culvert Maintenance – Berm Construction)

- Clean Ditches/Culverts/Debris Dams: Paradise, Hart, Main Bridge #2, Brady, Olympia, Alpine, High Mountain Circle, Canyon, Rooney/Brady, University
- Clean/Repair/ Drop Inlet/Debris Dam: Village wide

Utility Cuts:(Water / Sewer Department & Utility Companies - Patch Streets with Hot Mix - Haul Debris Piles - Inspections – Assessments)

- Street Cuts: Heath, Brady
- Cold Mix fills: K, Birch

Sweeping Streets:

- Swept: Sudderth, Wingfield, Center, Mechem, Main, D, Grindstone, Warren Tucker, Close, Meander, JH Stoneman

Blade Work / Blade Patching: Repairing Dirt Roads/ Hot Mix Patching

- Blade Work/Gravel/Base Course/Millings: Rooney, Johnson, Chestnut, Hart, Fern Trail, Perk Canyon
- Driveway Apron/Driveway Plow/Flood Damage : Riley Cove
- Making Cold Mix: Cold Mix Made

Pothole Patching:

- Keyes, Paradise, D

Assisting Other V.O.R. Departments/ Entities:

- Parks & Rec: Haul Sandbags
- Water Dept.- Water Leaks

Over the Street Banners:

- Ranchman's Camp
- Art Festival
- Lincoln County Art Loop
- Alto Art Loop

Street Department News:

- Organize street Signs
- Clean & Maintenance Equip. & Trucks
- Maintenance Worker I : Open

Driveway Permits:

- Driveway Permits: 209 University

General Street Repair and Drainage Work Orders: The goal is to keep these issues moving in a timely manner

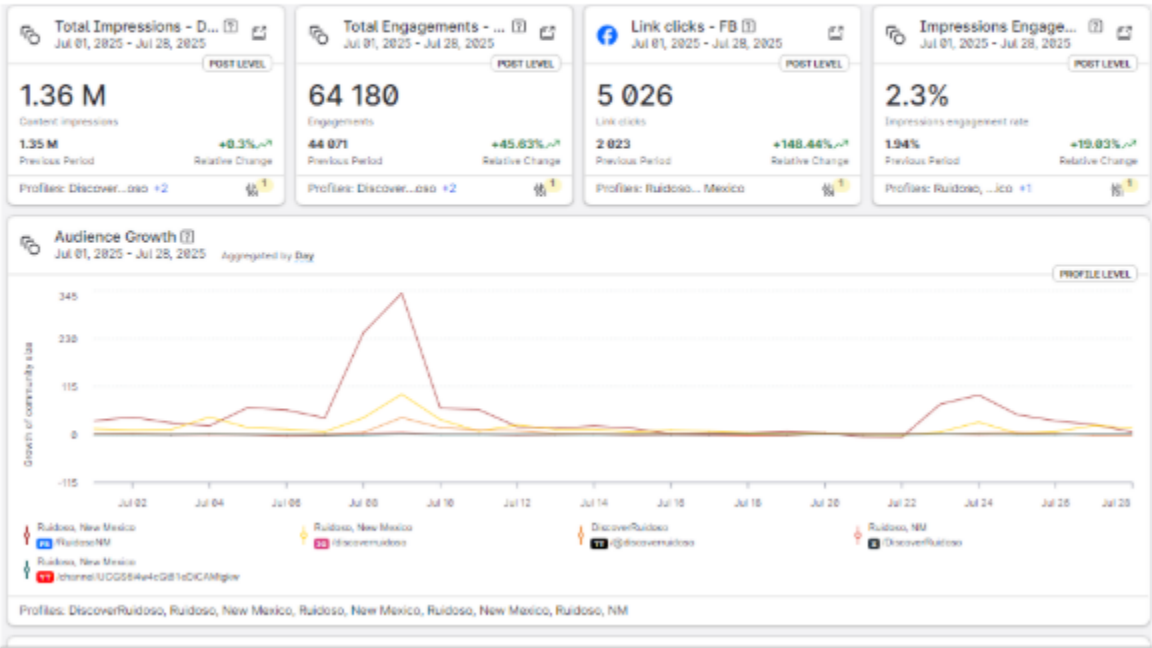
TOURISM - TOP PERFORMING SOCIAL POSTS

Top performing Facebook posts in July in terms of impressions:



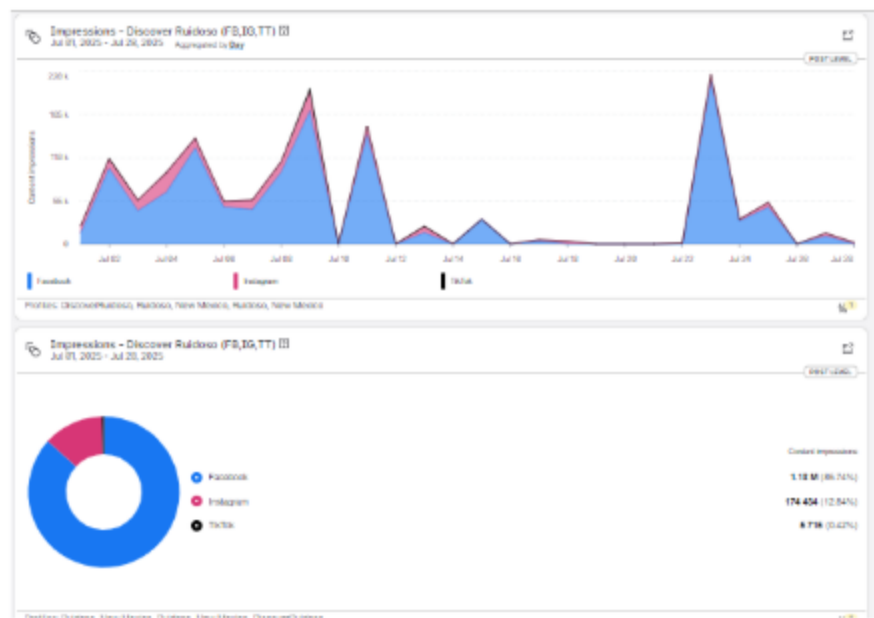
SOCIAL OVERVIEW: JULY 2025

Tourism Social Sites



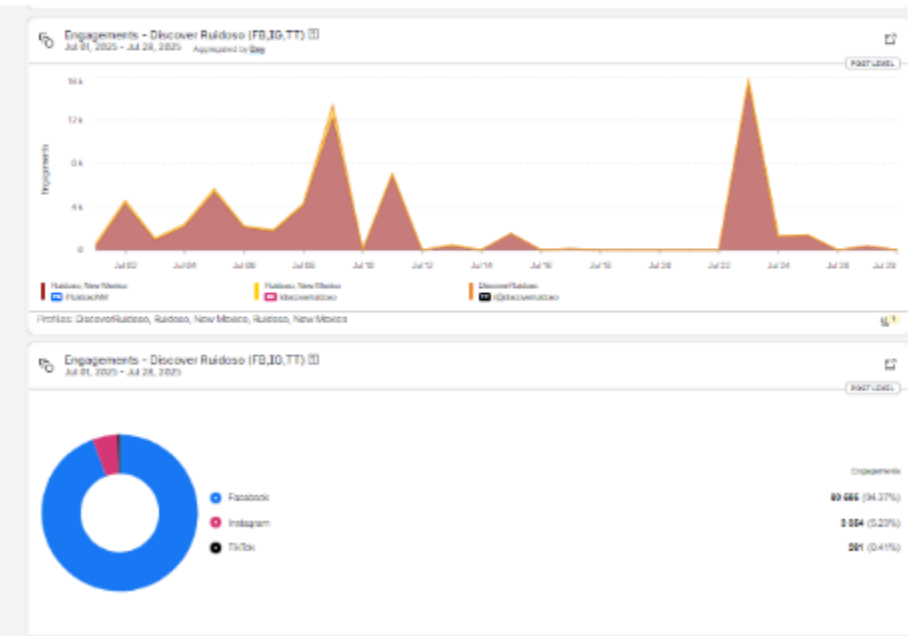
IMPRESSIONS: JULY 2025

Tourism Social Sites



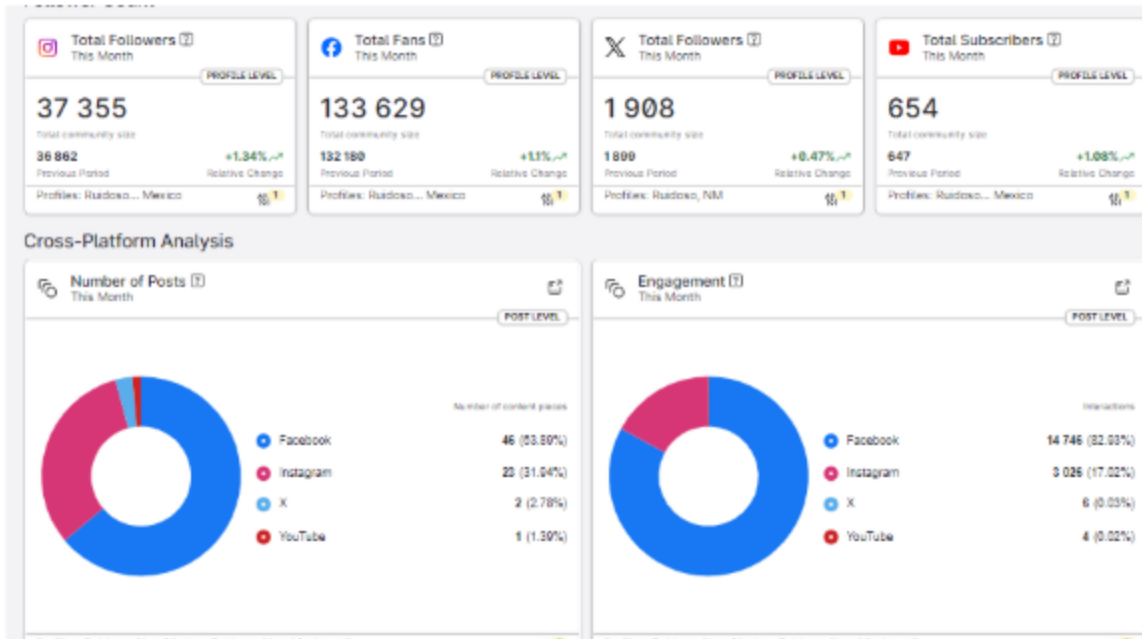
ENGAGEMENT: JULY 2025

Tourism Social Sites



TOURISM AUDIENCES

Total community of followers on Tourism social



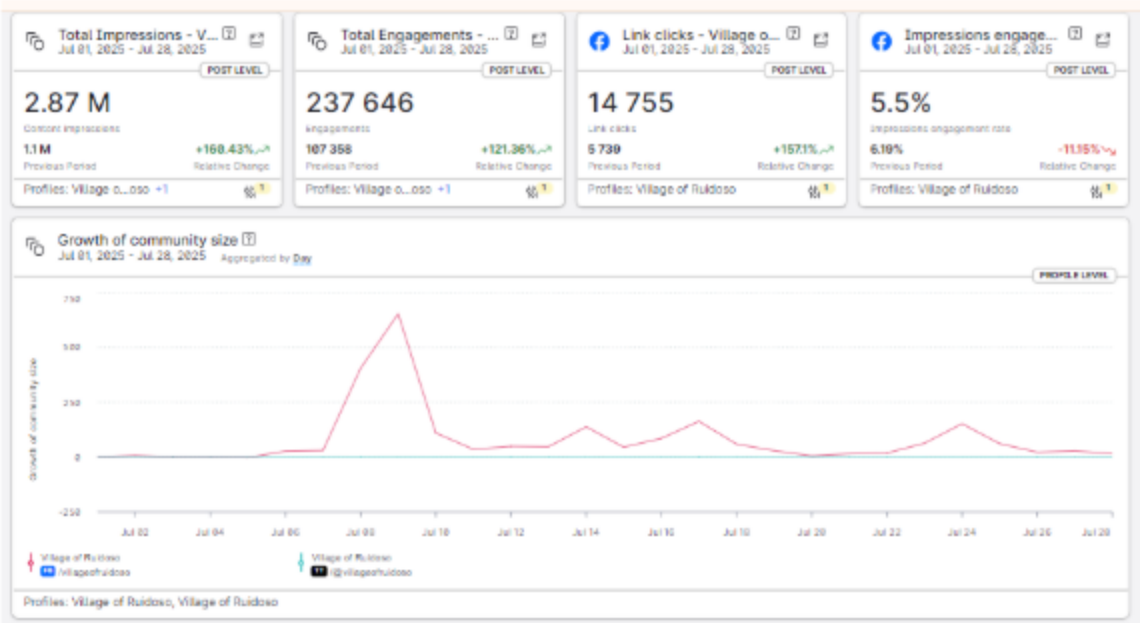
MUNICIPAL - TOP PERFORMING SOCIAL POSTS

Top performing Facebook posts in July in terms of impressions:



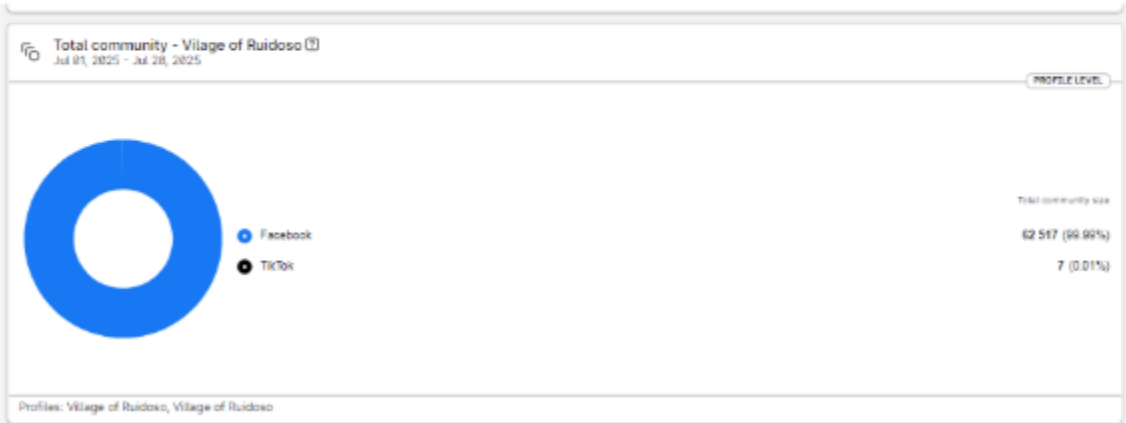
SOCIAL OVERVIEW: JULY 2025

Municipal Social Sites



MUNICIPAL AUDIENCE

Total community of followers on Municipal



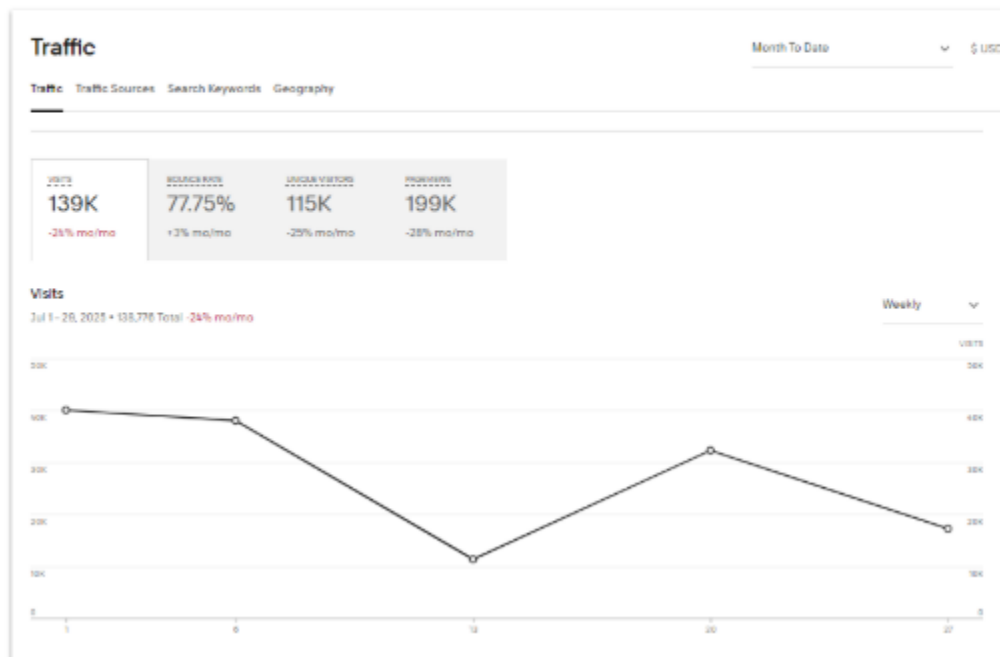
WEBSITE –TRANSLATION TOOL



We had a record number of 505 translation requests by visitors in July.

In total, the tool has been used 7,490 times in the past 12 months.

WEBSITE ANALYTICS TOURISM: JULY



WEBSITE ANALYTICS

TOURISM: GEOGRAPHIC STATS

Texas continues to be our biggest audience on DiscoverRuidoso.com with El Paso beating out Dallas as driver of the most traffic this month.

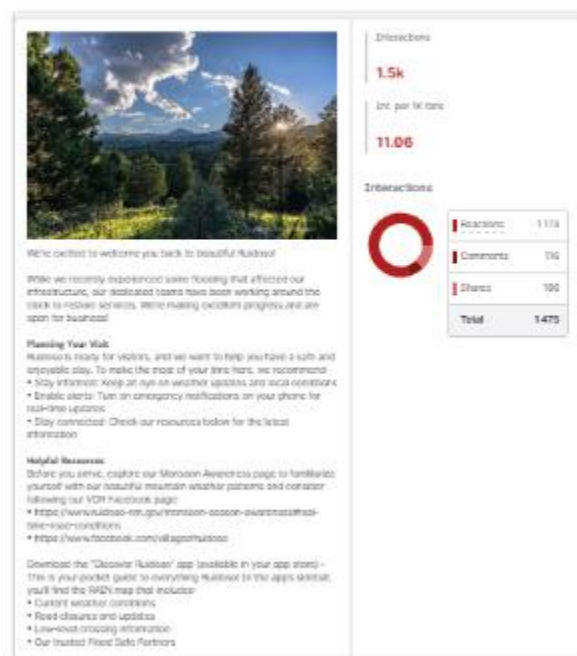
United States

Location	Visits
United States	135,339 (97.3%)
Texas	38,498
Unknown	36.6%
New Mexico	11,204
California	9,575
Arizona	4,038
Illinois	2,377
Tennessee	2,223
Florida	2,183
Michigan	2,021
Maine	1,714
Massachusetts	1,611
Oklahoma	1,607
Georgia	1,343
Colorado	1,221

Texas

Location	Visits
United States	135,339 (97.3%)
Texas	38,498
El Paso	7,384
Dallas	6,518
Others	3,762
Houston	2,284
Lubbock	1,833
Austin	1,633
San Antonio	1,592
Unknown	1,371
Fort Worth	924
Midland	758
Amarillo	728
Abilene	688
Richardson	568

JULY SOCIAL MEDIA



JULY DIGITAL



Ruidoso News Banner



Military – Ft Bliss & HAFB



Traveling Texan Trip Planner



Go-NewMexico

JULY BILLBOARDS

We ran out-of-home advertising in both El Paso and Albuquerque markets, including temperature boards.

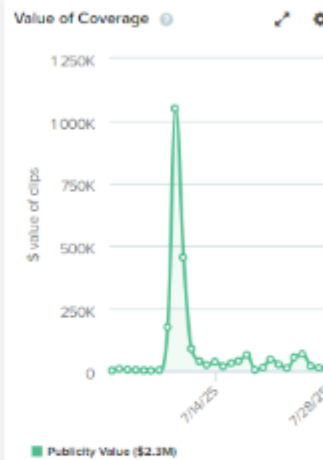
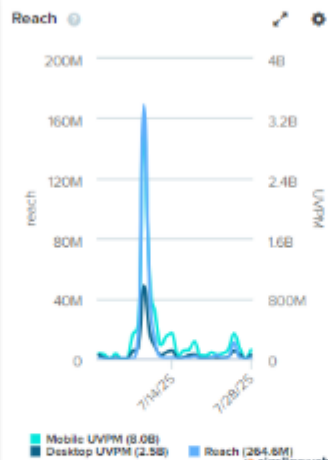
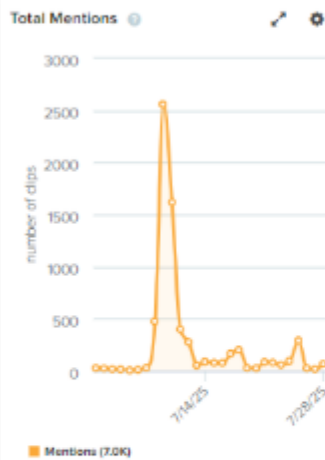


JULY EVENTS



PR: JULY 1-31, 2025

Mentions



Total Mentions: Distribution of clips over time. Each clip counts as one mention

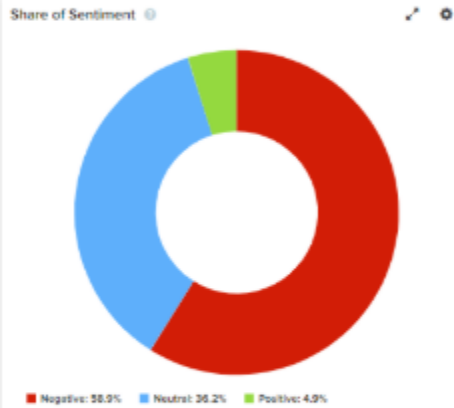
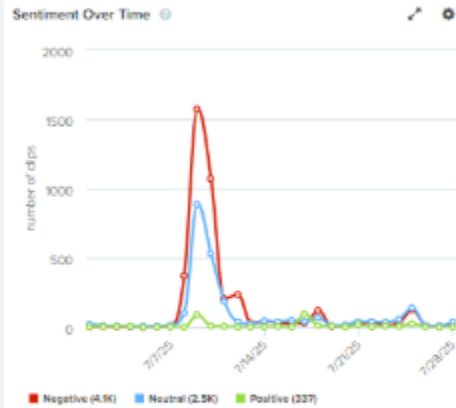
Reach: Distribution of clips over time based on their reach.

Print/broadcast is based on circulation/viewership. Online is based on unique visitors per month.

Value of Coverage: Distribution of the publicity value. Each clip's value is calculated using a formula given to each outlet.

PR: JULY 1-31, 2025

Sentiment

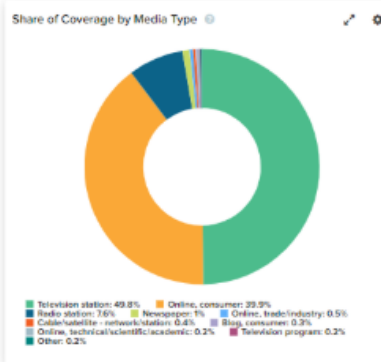
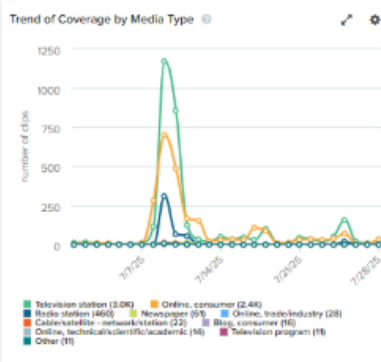


Sentiment Over Time: This is the distribution of sentiment tagged as positive, negative, or neutral as by calculated auto-toning.

Share of Sentiment: Breakdown of clips based on their sentiment by positive, negative, or neutral as by calculated auto-toning.

PR: JULY 1-31, 2025

Coverage by Media Type



Trend of Coverage by Media Type: Distribution of the media type of all included clips. Each clip counts as one mention towards its media type.

Share of Coverage by Media Type: Breakdown of clips based on their media type.

NMTD CO-OP PROGRAM FY25

Our NMTD Co-op Award for FY25 gave us a \$913,300 media buy. The additional allocation of \$100,000 in incremental funds for fire recovery. The MMP program is in market now through the end of August.

FY25 New Mexico True CoOp MMP Production Summary						
Organization Name: Ruidoso - Fire Recovery Incremental Plan						
MEDIA TYPE	INITIATIVE	DETAILS	#	TARGETING	IN-MARKET DATE(S)	PARTNER INPUTS
CONTENT / ORGANIC SOCIAL	In-State Social Content Fire Recovery Missions x2	NM Influencers Caitlin & Amy (Simply Social) make 2 strategically timed trips to highlight the recovery, the community pulling together, and how New Mexicans can help (and come back when the time is right). Focused talking points & features.	2	In-State	Mid-August / September Content Capture	INPUT FORM (Key Messaging)
CONTENT / ORGANIC SOCIAL	Custom Fire Recovery Regional Micro-Influencer content for Paid Social Distribution (Instate Reels)	8-10 in-state/W Texas influencers	1	In-State, West Texas	Mid/Late September	
DIGITAL	Meta Paid Ads Package: FB Video + Static; Instagram Reels	View	1	West Texas		SUBMIT FACEBOOK STATIC INPUTS SUBMIT INSTAGRAM STATIC INPUTS
DIGITAL	Managed Search	Focused search effort to drive traffic to right places for early recovery conversion	1	TBC		
DIGITAL OOH	Albuquerque Programmatic Digital Out-of-Home (6 weeks)	View	1	ABQ	Mid-Aug/Sept	Use provided OOH ad templates on Brand Resource Hub.
DIGITAL OOH	West Texas Programmatic Digital Out-of-Home (6 weeks)	View	1	Amarillo, Lubbock, Midland/Odessa	Mid-Aug/Sept	Use provided OOH ad templates on Brand Resource Hub.
DIGITAL OOH	El Paso Programmatic Digital Out-of-Home (6 weeks)	View	1	El Paso/ LC	Mid-Aug/Sept	Use provided OOH ad templates on Brand Resource Hub.

NMTD CO-OP PROGRAM FY25

Final round of creative in market June-August



NEW MEXICO  TRUE



NMTD CO-OP PROGRAM FY26

Our NMTD Co-op Award for FY26 was announced on 5/23. We received a \$920,913 media buy for our FY25/26 marketing.

It is a 2:1 match, so the VOR's share is \$306,971 and the NMTD matches that with a \$613,942 contribution.

FY26 NM True Cooperative Marketing Program					
Organization Name		Usage of Funds			
Primary Contact		NMTD Co-op Award			
Email		nmtc@nmtcagency.com			
Phone		877-212-1234			

AWARD SUMMARY					
Type	#	Total \$ Value	NMTD \$	Partner \$ Contribution	Partner \$ Due 07/01/25
MKT	23	\$920,913.00	\$613,942.00	\$306,971.00	\$147,285.50
PLD	0	\$0.00	\$0.00	\$0.00	N/A
TOTL	23	\$920,913.00	\$613,942.00	\$306,971.00	\$147,285.50

Initiative	Category	#	Total \$ Value	NMTD \$	Partner \$ Contribution	Partner \$ Due 07/01/25	Partner \$ Due 12/31/25
MKT AWARDS							
Video Production	Details	2	\$34,800.00	\$23,200.00	\$11,600.00	\$11,600.00	\$0.00
Micro-Influencer Seasonal Dedication Program + Influencer Content Amplification	Details	2	\$40,000.00	\$40,000.00	\$20,000.00	\$10,000.00	\$10,000.00
Managed Search (Minimum 2 Clients)	Details	4	\$42,400.00	\$41,600.00	\$20,800.00	\$10,400.00	\$10,400.00
Red Cross PACKAGE (Consideration & Intent): Meta (FB & IG) Static & Video, FB Remarketing, New Texas Internet Ads, Rich Media, Sponsored Content, YouTube, City	Details	3	\$479,700.00	\$319,800.00	\$159,900.00	\$79,950.00	\$79,950.00
Meta PACKAGE (Awareness): Meta (FB & IG) Video, YouTube, Rich Media Video, In-Game Video	Details	1	\$72,000.00	\$40,000.00	\$24,000.00	\$12,000.00	\$12,000.00
West Texas Programmatic Digital Out-of-Home (12 weeks)	Details	2	\$42,000.00	\$20,000.00	\$14,000.00	\$7,000.00	\$7,000.00
Dallas Programmatic Digital Out-of-Home (12 weeks)	Details	2	\$42,000.00	\$20,000.00	\$14,000.00	\$7,000.00	\$7,000.00
New Mexico True Adventure Guide - 2 Page Spread + Digital	Details	1	\$27,307.00	\$10,250.00	\$9,125.00	\$4,562.50	\$4,562.50
New Mexico Magazine Print Ads (3X, Full Page) + Digital	Details	2	\$25,840.00	\$10,780.00	\$5,390.00	\$4,340.00	\$4,340.00
Texas Monthly Print Ad (Full Page) + Digital & E-newsletter	Details	2	\$30,810.00	\$20,540.00	\$10,270.00	\$5,135.00	\$5,135.00
Dallas - D Magazine Print Ads (3X, Full Page) + Advertiser & Service E-newsletter	Details	2	\$39,570.00	\$20,580.00	\$10,290.00	\$5,145.00	\$5,145.00

WATER DISTRIBUTION / WASTEWATER COLLECTIONS

Water

- Repaired
 - ¾ inch service lines - 5
 - 2-inch lines - 5
 - 6 inch lines - 10
 - Valves - 2

Meter readers

- Work orders - 246
- Leaks - 166
- Maintenance and prvs - 17
- Shut offs - 36

Sewer

- Rodded feet-5600
 - 340 feet - Service lines
 - 5260 feet - Main lines
- Blockages - 19
 - Customer - 5
 - VOR - 14
- Repairs - 7
 - Lines - 5
 - Manhole - 2
- Dye test - 0
- Sewer Taps - 0

WATER PRODUCTION

Top priorities for Water Production – Tank Restoration Phase 1, Alto Lake Dam Analysis Evaluation and Design, and Upper Canyon Diversion Project.

- **Eagle Creek Diversion** – Diverting – **0 gpm** into Alto Reservoir (Depends on the ntu's and availability).
- **Upper Canyon Diversion** – Diverting – **0 gpm** into Grindstone Reservoir (Hollywood staff gauge is at - **Issue with gauge**)
- **Alto Lake to Plant 3** – **0 gpm**
- **Grindstone Reservoir level Elevation** – **6879.4 – 40.17' (from spillway)**.
- **Alto/Grindstone Interconnect** – **0 gpm**.
- **Well Operations Plan** – Eagle Creek water (when available), NF4, NF3, NF1, Green Well, & A-1, A-2, A-3, A-4, Apple Orchard, Middle Gavilan, Fault, and Brown Well.
- **Alto East Tank** – Is offline and D&R Tank removed old roof and rafters.
- **Back Wash Tank** – **0' / 23' (Overflow)**
- **Little D Tank** – **28.5' / 32.0' (Overflow)**
- **Country Club Tank** – **33.1' / 23' (Overflow)**
- **Grindstone Lake Temp** – **68.8**.
- **Alto and Grindstone Dam Inspection** – The Dam inspection was on 7/28/25.

Plant #4

- Grindstone Tank level (3 million) = **50.2' / 51.9' (Overflow)** (8/4/25).
- Raw Water - **293,000 gallons** (8/2/25).
- Water produced - **205,000 gallons** (8/2/25).
- Completed monthly fire extinguisher inspections at plant 4 on 7/25.
- Plant operators are adjusting polymer flow rates as needed.
- Actual % TOC removal was 27.0%.
- Generator test (without load) is every Wednesday at 9:00 a.m.
- Generator test (with load) is once a month on the first at 9:00 a.m.
- Filter 1 is almost completed.
- Working on weed maintenance and plant cleanup.

Plant #3

- West Alto Tank level (5 million each) = **52.9' / 57.8' (Overflow)** (8/4/25).
- East Alto Tank level (5 million each) = Drained for rehab.
- Water production – **619,000 gallons** (8/1/25).
- Raw water to plant – **671,000 gallons** (8/1/25).
- Alto Lake to Plant 3 – **0 gpm**
- Completed monthly fire extinguisher inspections at plant 3 on 7/25.
- Eagle Creek flow - **75 gpm**.
- Generator test (without load) is every Wednesday).
- Generator test (with load) is once a month.
- Actual % TOC removal was 0%.
- Working on weed maintenance and plant cleanup.

Wells/Booster Stations & Misc. Items

- Performing weekly maintenance and pump rotations at pumphouses.
- Completed monthly fire extinguisher inspections at all pumphouses in 6/25.
- Monitoring PRV's daily and repairing as needed.
- Completed physical PRV checks on all critical PRV's for July 2025.
- Wells are being rotated on an as needed basis.
- Assisted NMED with the sampling three out of six entry points on 8/4/25

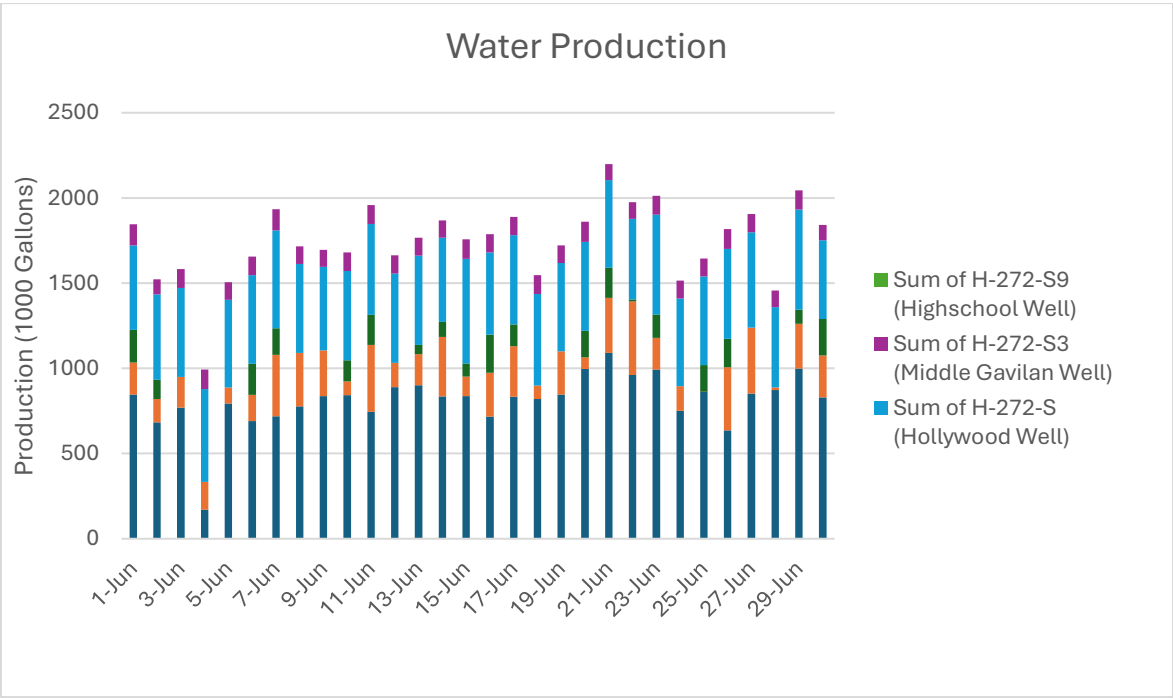
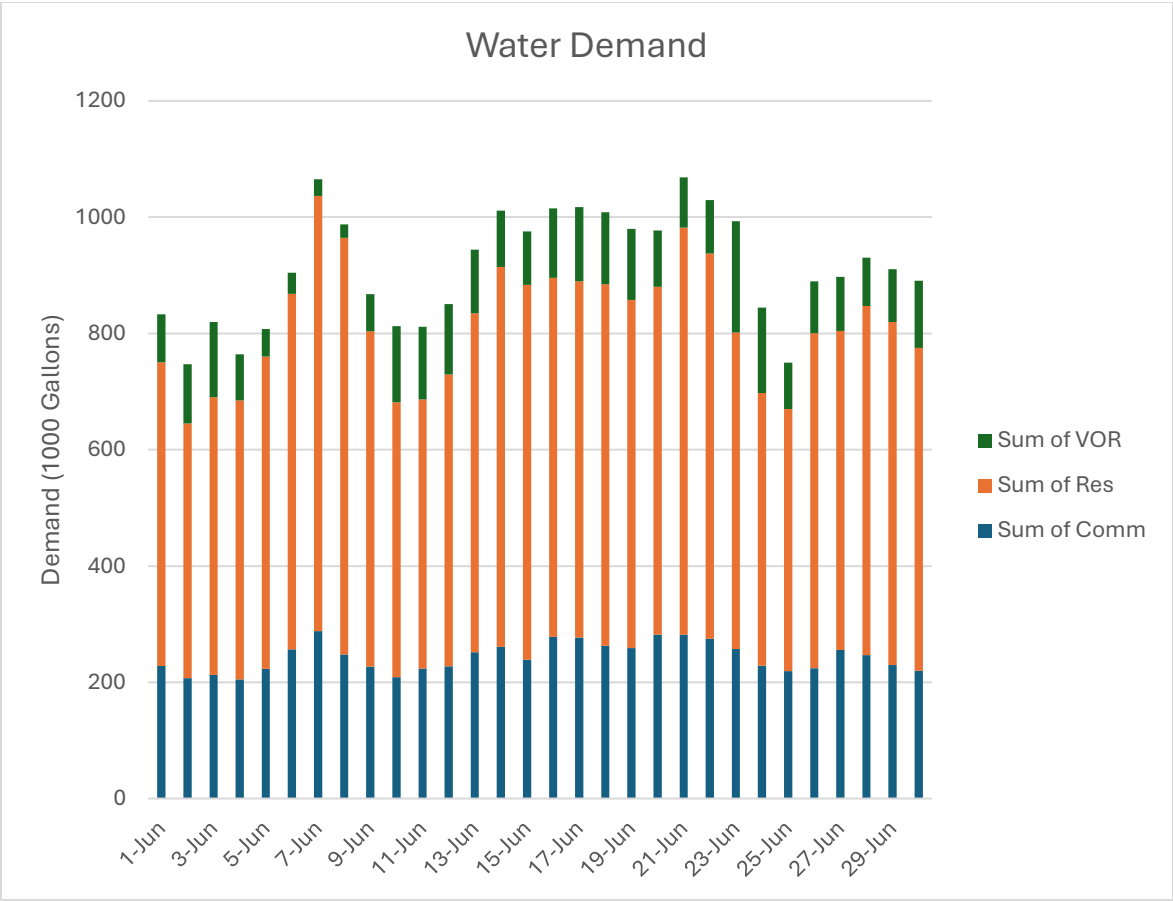
Projects

- Tank Rehabilitation Project – D&R Tank completed all metal work, the painters are working on the outside of the tank, and a second crew will be working on the inside of the tank.
- Upper Canyon Diversion Project – Spartan Construction will install two gates and Haliday hatches on 8/5/25.
- Tank Rehabilitation Phase 2 – Task Order #3 was approved in the July Special Council meeting.
- River Well – Submitted a permit to OSE to relocate the well.
- Alto Lake Dam spillway and routing analysis – Working on the Task Order for AECOM.

NMED/EPA/OSE

- Completed (20) Bac-T sampling for July
- Completed July TOC samples for plant 3 & 4.
- Completed July SUVA samples.
- Submitted July MOR to NMED on 7/05/2025.
- Submitted Seepage data to NMOSE- DSB on 7/10/2025.

WATER RESOURCE



July at the Wingfield Heritage House Museum

- We had 96 visitors at the museum in July, even with several monsoon days keeping visitors away. Visitation was Local 43% and Non-Local 57%.
- Stephanie worked several days at the EOC for Mass Care unit. Jamie was able to keep museum open.
- We have begun scanning Carmon Phillips Collection large format negatives, borrowed from Hubbard to finish digitization of them.
- Three new Ruidoso Rewind episodes aired (History of Wildland Firefighting, Hotshot Crews, and Prohibition), with one rerun on 1941 Flood.
- Interviews were completed for Education Curator job.
- House had bunting on the front porch for 4th of July week.



Scans from Carmon Phillips negatives – power plant and Burger Trolley



AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 2.

To: Mayor Crawford and Councilors

Presenter(s): Anthony Montes, Community Center Supervisor

Meeting Date: August 12, 2025

Re: Update on Service with Zia Trans

Item Summary:

Update on Service with Zia Trans

Financial Impact:

None

Item Discussion:

Service with Zia Trans

Recommendations:

None

ATTACHMENTS:

Description

Letter



July 24, 2025

Dear Village of Ruidoso,

It is with a heavy heart we announce the coming closure of our Ztrans Public Transportation services in the Village, effective August 30, 2025. In the years we have been providing this service, we have never been able to fully staff the system, as we had planned. The system requires at least seven drivers to function at full service. We have only two. We hire a driver and another quits. We are hearing rumors of one of our two leaving planning to leave.

We have done everything we know to do, including hiring non-CDL drivers with a program in place we arranged through ENMU and Workforce Solutions to get their CDL at no cost to the employee and a raise upon completion. (Nobody ever took advantage of the program.) We have also increased pay as high as we can, but it has made no difference. There are not enough workers available to provide the service.

But, we have truly enjoyed working with the village. We find the Village Counsel to be warm, open, and so kind to everyone, which is rare and exemplary in these days. We always welcomed the opportunity to come meet with you and will miss your wonderful, heart-warming village Counsel meetings.

We wish the Village nothing but the best and will keep you all in our thoughts and prayers as you navigate these tough burn-scar/flooding times. Should you ever decide to run a municipal shuttle service in the future, we would be happy to help with your planning process. Thank you for everything.

Sincerely,

Margaret S. (Peggy) O'Neill, CEO

AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 3.

To: Mayor Crawford and Councilors

Presenter(s): Eddie Ryan, Manager of Events & Strategic Partnerships

Meeting Date: August 12, 2025

Re: Update on XTERRA Event August 14-17, 2025

Item Summary:

Update on XTERRA Event August 14-17, 2025

Financial Impact:

None

Item Discussion:

XTERRA Event August 14-17, 2025

Recommendations:

None

ATTACHMENTS:

Description

XTERRA Event Schedule

XTERRA®

RUIDOSO

THURSDAY, AUGUST 14

6-8:00 PM Athlete Welcome Party

Downshift Brewing

FRIDAY, AUGUST 15

Store Hours XTERRA Ruidoso Midtown Shop-Hop
 10:00-11:00AM Free Lakeside Yoga Session
 1:30PM Free Guided Hike
 2-7:30PM Downshift Brewing Beer Tent Open
 2-8:00PM XTERRA Festival Open
 2-8:00PM Athlete Check-In & Registration
 3:00-7:00PM Family Zone Presented by Lincoln County Community Health Council
 4:15-5:00PM Athlete Briefing
 6:30-8:00PM Under a Mountain Sky: Ruidoso Summer Concert Series
 8:45-9:15PM XTERRA Movie Night Ft. XTERRA Short Documentary

Midtown District
 Grindstone Lake
 Moon Mountain Trail
 Wingfield Park
 Wingfield Park
 Wingfield Park
 Wingfield Park
 Stage - Wingfield Park
 Stage - Wingfield Park
 Stage - Wingfield Park

SATURDAY, AUGUST 16

Store Hours XTERRA Ruidoso Midtown Shop-Hop
 6:00-8:00AM Transition Open
 6:00-11:00AM The "Big Ben" Sanchez Youth Foundation Breakfast Stand
 6:00-7:30AM Late Packet Pickup
 7:00AM-4:30PM Shuttle Operational Hours
 8:00AM-2:00PM XTERRA Festival Open
 8:00AM START - Full Distance Triathlon
 8:20AM START - Sprint Distance Triathlon
 9:00AM-7:30PM Downshift Brewing Beer Tent Open
 10:00AM-2:00PM Family Zone Presented by Lincoln County Community Health Council
 10:00AM First Finishers Expected
 12:30PM Elite Awards
 1:00PM Sprint Distance Awards
 1:00PM T2 (Bike to Run) Cutoff
 1:30PM Full Distance Awards
 3:00PM Last Finisher Expected
 4:00PM Transition (Bike Pick-Up) Closes
 5:45-8:00PM 2026 XTERRA World Championship Kick-Off Concert Ft. Phil Hamilton

Midtown District
 Grindstone Lake
 Grindstone Lake
 Grindstone Lake
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 Stage - Wingfield Park
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 Stage - Wingfield Park

SUNDAY, AUGUST 17

Store Hours XTERRA Ruidoso Midtown Shop-Hop
 7:00-8:30AM Late Trail Run Packet Pickup
 8:00-1:00PM XTERRA Festival Open
 9:00AM START - 10K Trail Run
 9:00AM-12:30PM Downshift Brewing Beer Tent Open
 9:30-10:30AM Live Music Ft. Jones & Miles
 10:30AM START - Kids Sprint
 10:45AM 10K Trail Run Awards
 11:00AM-12:00PM Live Music Ft. Dzaki Sukarno

Midtown District
 Wingfield Park
 Wingfield Park
 Wingfield Park
 Wingfield Park
 Stage - Wingfield Park
 Wingfield Park
 Pavilion - Wingfield Park
 Stage - Wingfield Park



AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 4.

To: Mayor Crawford and Councilors

Presenter(s): Michael Martinez, Deputy Manager

Meeting Date: August 12, 2025

Re: Update on 603 Mechem

Item Summary:

Update on 603 Mechem

Financial Impact:

None

Item Discussion:

Update on 603 Mechem

Recommendations:

None

AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 5.

To: Mayor Crawford and Councilors

Presenter(s): Adam Sanchez, Public Works Director

Meeting Date: August 12, 2025

Re: Update on McDaniel Bridge

Item Summary:

Update on McDaniel Bridge

Financial Impact:

None

Item Discussion:

Update on McDaniel Bridge

Recommendations:

None

AGENDA MEMORANDUM

Village of Ruidoso

Village Manager Report - 6.

To: Mayor Crawford and Councilors

Presenter(s): Michael Martinez, Deputy Village Manager
Adam Sanchez, Public Works Supervisor
Levi Beaty, Project Manager

Meeting Date: August 12, 2025

Re: Update on FEMA Funded Projects: DR-1783 (Hurricane Dolly), DR-4795 (Southfork & Salt Fires), & DR-4886 (2025 Flooding & Landslides)

Item Summary:

Update on FEMA Funded Projects: DR-1783 (Hurricane Dolly), DR-4795 (Southfork & Salt Fires), & DR-4886 (2025 Flooding & Landslides)

Financial Impact:

None.

Item Discussion:

FEMA Funded Projects: DR-1783 (Hurricane Dolly), DR-4795 (Southfork & Salt Fires), & DR-4886 (2025 Flooding & Landslides)

Recommendations:

FEMA Funded Projects: DR-1783 (Hurricane Dolly), DR-4795 (Southfork & Salt Fires), & DR-4886 (2025 Flooding & Landslides)

AGENDA MEMORANDUM

Village of Ruidoso

Regular Items - 1.

To: Mayor Crawford and Councilors

Presenter(s): Michael Martinez, Deputy Village Manager
Alex Koenig, Community Development Director
Christy Coker, Purchasing Agent

Meeting Date: August 12, 2025

Re: Discussion and Possible Action on Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P in the amount of \$384,065.63 Including NMGR.

Item Summary:

Discussion and Possible Action on Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P in the amount of \$384,065.63 Including NMGR.

Financial Impact:

Approval of the Agreement will allow for an update of the Comprehensive Plan with robust public participation, urban design, and economic analysis components. Funding is available in the current budget for the General Fund's Community Development Department's (P&Z) Professional Services line item (101-070-52006) in the amount of \$400,000.

Item Discussion:

Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P

Recommendations:

To Approve Agreement with Able City, LLC for Comprehensive Master Planning and Economic Analysis Services Awarded through RFP #2025-12P in the amount of \$384,065.63 Including NMGR.

ATTACHMENTS:

Description

Agreement - Able City

**PROFESSIONAL SERVICES AGREEMENT FOR
Comprehensive Master Planning and
Economic Analysis Services**

THIS Agreement ("Agreement") is made by and between the Village of Ruidoso, hereinafter referred to as the "Procuring Agency", and Able City, LLC, hereinafter referred to as the "Consultant" and collectively the "Parties".

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

Village of Ruidoso
Department: Finance
ATTN: Procurement Manager
Street: 313 Cree Meadows Drive
City, State, Zip: Ruidoso, NM 88345
Phone: 575-258-4343 Ext. 1081
Email: purchasing@ruidoso-nm.gov

Able City, LLC
ATTN: Mario A. Pena
Title: Partner, Principal
Street: 110 Broadway St, Ste 590
City, State, Zip: San Antonio, TX 78205
Phone: 210-201-2376
Email: communications@able.city

WHEREAS, pursuant to the Procurement Code, NMSA 1978 13-1-28 *et. seq.* and Procurement Code Regulations, NMAC 1.4.1 *et. seq.* the Consultant has held itself out as an entity with the ability to provide the required services to implement the Scope of Work as contained herein and the Procuring Agency has selected the Consultant as the offeror most advantageous to the State of New Mexico; and

WHEREAS, all terms and conditions of the RFP #2025-012P Comprehensive Master Planning and Economic Analysis Services and the Consultant's response to such document(s) are incorporated herein by reference; and

NOW, THEREFORE, THE FOLLOWING TERMS AND CONDITIONS ARE MUTUALLY AGREED BETWEEN THE PARTIES:

1. Definitions

- A. "Business Hours" means 8:00 AM to 5:00 PM Local Time.
- B. "Procuring Agency" means any state agency or local body that enters into an Agreement to procure products or services.
- C. "Products and Services Schedule" refers to the complete list of products and services offered under this Agreement and the price for each. Product and service descriptions may be amended only through a written amendment signed by all required signatories

and with the prior approval of the Agreement Administrator, if any. New products and services beyond those in the original procurement (whether RFP or ITB) shall not be added to the Products and Services Schedule.

D. "RFP" means Request for Proposals as defined in statute and rule.

E. "RPR" means Resident Project Representative.

F. "You" and "your" refers to (Consultant Name). "We," "us" or "our" refers to the Village of Ruidoso.

2. Scope of Work.

The Consultant shall perform the work as outlined in Exhibit A, attached hereto and incorporated herein by reference.

3. Compensation.

A. Compensation Schedule. The Procuring Agency shall pay the Consultant based upon fixed prices for each Deliverable, per the schedule outlined in Exhibit A, less retainage, if any, as identified in paragraph D of this Clause.

B. Payment. The total compensation under this Agreement shall not exceed approved task order dollar amounts including New Mexico gross receipts tax. **This amount is a maximum and not a guarantee that the work assigned to be performed by Consultant under this Agreement shall equal the amount stated herein. The Parties do not intend for the Consultant to continue to provide Services without compensation when the total compensation amount is reached. Consultant is responsible for notifying the Procuring Agency when the Services provided under this Agreement reach the total compensation amount. In no event will the Consultant be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Consultant's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Consultant within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the Procuring Agency no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such a date WILL NOT BE PAID.

C. Taxes. The Consultant shall be reimbursed by the Procuring Agency for applicable New Mexico gross receipts taxes, excluding interest or penalties assessed on the Consultant by any authority. **PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONSULTANT BY THE STATE.** The payment of taxes for any money received under this Agreement shall be the Consultant's sole responsibility and should be reported under the Consultant's Federal and State tax identification number(s).

Consultant and any and all Sub-Consultants shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Consultant. Consultant shall

require all Sub-Consultants to hold the Procuring Agency harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal and/or state and local laws and regulations and any other costs, including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

D. Retainage. Not Applicable. The Parties agree there is no retainage.

E. Performance Bond. Not Applicable. The Parties agree there is no Performance Bond.

4. Term.

This agreement shall be effective August 12, 2025 through August 11, 2026, unless terminated pursuant to this Agreement's Termination Clause or Appropriations Clause. The Procuring Agency reserves the right to renew the Agreement through a written amendment signed by all required signatories, but in any case, the Agreement shall not exceed the total number of years allowed pursuant to NMSA 1978, § 13-1-150.

5. Termination.

A. Grounds. The Procuring Agency may terminate this Agreement for convenience or cause. The Consultant may only terminate this Agreement based upon the Procuring Agency's uncured, material breach of this Agreement.

B. Notice; Procuring Agency Opportunity to Cure.

1. Except as otherwise provided in sub-paragraph A of this Clause and the Appropriations Clause of this Agreement, the Procuring Agency shall give Consultant written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Consultant shall give Procuring Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Procuring Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Procuring Agency must do to cure such material breaches. Consultant's notice of termination shall only be effective (i) if the Procuring Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Procuring Agency does not, within the thirty (30) day notice period, notify the Consultant of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Consultant (i) if the Consultant becomes unable to perform the services contracted for, as determined by the Procuring Agency; (ii) if, during the term of this Agreement, the Consultant is suspended or debarred by the Village of Ruidoso; or (iii) the Agreement is terminated pursuant to the Appropriations Clause of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Procuring Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Consultant's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Consultant shall submit

an invoice for such work within thirty (30) days of receiving or sending the notice of termination.

THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE PROCURING AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONSULTANT'S DEFAULT/BREACH OF THIS AGREEMENT.

6. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Village Council of Ruidoso for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Council, this Agreement shall terminate immediately upon written notice being given by the Procuring Agency to the Consultant. The Procuring Agency's decision as to whether sufficient appropriations are available shall be accepted by the Consultant and shall be final. If the Procuring Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Consultant shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Consultant.

The Consultant and its agents and employees are independent Consultants performing professional or general services for the Procuring Agency and are not employees of the Village of Ruidoso. The Consultant and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the Village of Ruidoso as a result of this Agreement. The Consultant acknowledges that all sums received hereunder are reportable by the Consultant for tax purposes, including without limitation, self-employment and business income tax. The Consultant agrees not to purport to bind the Village of Ruidoso unless the Consultant has express written authority to do so, and then only within the strict limits of that authority.

8. Conflict of Interest; Governmental Conduct Act.

A. The Consultant represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance, or services required under the Agreement.

B. The Consultant further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in any way limiting the generality of the foregoing, the Consultant specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Consultant does not employ, has not employed, and will not employ during the term of this Agreement any Procuring Agency employee while such employee was or is employed by the Procuring Agency and participating directly or indirectly in the Procuring Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Consultant is not a public officer or employee of the Village; (ii) the Consultant is not a member of the family of a public officer or employee of the Village; (iii) the Consultant is not a business

in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Consultant is a public officer or employee of the Village, a member of the family of a public officer or employee of the Village, or a business in which a public officer or employee of the Village or the family of a public officer or employee of the Village has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Consultant is not, and has not been represented by, a person who has been a public officer or employee of the Village within the preceding year and whose official act directly resulted in this Agreement and (ii) the Consultant is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the Village whose official act, while in Village employment, directly resulted in the Procuring Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Consultant is not a councilor; (ii) the Consultant is not a member of a councilor's family; (iii) the Consultant is not a business in which a councilor or a councilor's family has a substantial interest; or (iv) if the Consultant is a councilor, a member of a councilor's family, or a business in which a councilor or a councilor's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Consultant has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement, or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Consultant has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Procuring Agency.

C. Consultant's representations and warranties in paragraphs A and B of this Clause are material representations of fact upon which the Procuring Agency relied when this Agreement was entered into by the parties. Consultant shall provide immediate written notice to the Procuring Agency if, at any time during the term of this Agreement, Consultant learns that Consultant's representations and warranties in paragraphs A and B of this Clause were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Consultant's representations and warranties in paragraphs A and B of this Clause were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Procuring Agency and notwithstanding anything in the Agreement to the contrary, the Procuring Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Agreement.

9. Amendment.

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Procuring Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Consultant shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in the Terminations Clause of this Agreement, or to agree to the reduced funding.

10. Merger.

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

11. Penalties for violation of law.

The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for violation of the statute. In addition, the New Mexico criminal statutes impose felony penalties for illegal acts, including bribes, gratuities and kickbacks.

12. Equal Opportunity Compliance.

The Consultant agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Consultant assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Consultant is found not to be in compliance with these requirements during the life of this Agreement, Consultant agrees to take appropriate steps to correct these deficiencies.

13. Workers Compensation.

The Consultant agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Consultant fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Procuring Agency.

14. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a Lincoln County court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement,

Consultant acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

15. Records and Financial Audit.

The Consultant shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Procuring Agency, the Department of Finance and Administration and the State Auditor. The Procuring Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Procuring Agency to recover excessive or illegal payments

16. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

17. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

18. Non-Collusion.

In signing this Agreement, the Consultant certifies the Consultant has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the Purchasing Agency.

19. Succession.

This Agreement shall extend to and be binding upon the successors and assigns of the parties.

20. Headings.

Any and all headings herein are inserted only for convenience and ease of reference and are not to be considered in the construction or interpretation of any provision of this Agreement. Numbered or lettered provisions, sections and subsections contained herein refer only to provisions, sections and subsections of this Agreement unless otherwise expressly stated.

21. Default/Breach.

In case of Default and/or Breach by the Consultant, for any reason whatsoever, the Procuring Agency may procure the goods or Services from another source and hold the Consultant responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages and the Procuring

Agency may also seek all other remedies under the terms of this Agreement and under law or equity.

22. Equitable Remedies.

Consultant acknowledges that its failure to comply with any provision of this Agreement will cause the Procuring Agency irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the Procuring Agency, and the Consultant consents to the Procuring Agency's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. Procuring Agency's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that Procuring Agency may have under applicable law, including, but not limited to, monetary damages.

23. New Mexico Employees Health Coverage.

A. If Consultant has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of this Agreement, Consultant certifies, by signing this agreement, to have in place, and agree to maintain for the term of the Agreement, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Consultant and the State exceed \$250,000 dollars.

B. Consultant agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Consultant agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <https://bewellnm.com/>.

24. Employee Pay Equity Reporting.

Consultant agrees if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this Agreement, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for agreements up to one (1) year in duration. If Consultant has (250) or more employees Consultant must complete and submit the PE250 form on the annual anniversary of the initial report submittal for agreements up to one (1) year in duration. For agreements that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Consultant also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual agreement anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the Agreement, whichever comes first. Should Consultant not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Consultant agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Consultant also agrees to levy this requirement on any Sub-Consultant(s) performing more than 10% of the dollar value of this Agreement if said Sub-

Consultant(s) meets, or grows to meet, the stated employee size thresholds during the term of the Agreement. Consultant further agrees that, should one or more Sub-Consultant not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Consultant will submit the required report, for each such Sub-Consultant, within ninety (90 days) of that Sub-Consultant meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such Sub-Consultant, shall be due on the annual anniversary of the initial report submittal. Consultant shall submit the required form(s) to the Village of Ruidoso Purchasing Department, and other departments as may be determined, on behalf of the applicable Sub-Consultant(s) in accordance with the schedule contained in this Clause. Consultant acknowledges that this Sub-Consultant requirement applies even though Consultant itself may not meet the size requirement for reporting and be required to report itself.

Notwithstanding the foregoing, if this Agreement was procured pursuant to a solicitation, and if Consultant has already submitted the required report accompanying their response to such solicitation, the report does not need to be re-submitted with this Agreement.

25. Indemnification.

The Consultant shall defend, indemnify and hold harmless the Procuring Agency from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Consultant, its officers, employees, servants, Sub-Consultants, or agents resulting in injury or damage to persons or property during the time when the Consultant or any officer, agent, employee, servant or Sub-Consultant thereof has performed or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Consultant or any officer, agent, employee, servant or Sub-Consultant under this Agreement is brought against the Consultant, the Consultant shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Procuring Agency by certified mail.

26. Default and Force Majeure.

The Village reserves the right to cancel all or any part of any orders placed under this Agreement without cost to the Village, if the Consultant fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Consultant liable for any excess cost occasioned by the Village due to the Consultant's default. The Consultant shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Consultant; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of Sub-Consultants due to any of the above, unless the Village shall determine that the supplies or services to be furnished by the Sub-Consultant were obtainable from other sources in sufficient time to permit the Consultant to meet the required delivery scheduled. The rights and remedies of the Village provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

27. Assignment.

The Consultant shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Procuring Agency.

28. Subcontracting.

The Consultant shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Procuring Agency. No such subcontract shall relieve the primary Consultant from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

29. Inspection of Plant.

The Procuring Agency that is a party to this Agreement may inspect, at any reasonable time during Consultant's regular business hours and upon prior written notice, the Consultant's plant or place of business, or any Sub-Consultant's plant or place of business, which is related to the performance of this Agreement.

30. Commercial Warranty.

The Consultant agrees that the tangible personal property or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Consultant gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the Village and are in addition to and do not limit any rights afforded to the Village by any other Clause of this Agreement or order. Consultant agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

31. Condition of Proposed Items.

Where tangible personal property is a part of this Agreement, all proposed items are to be NEW and of most current production, unless otherwise specified.

32. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the Procuring Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

33. Confidentiality.

Any Confidential Information provided to the Consultant by the Procuring Agency or, developed by the Consultant based on information provided by the Procuring Agency in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Consultant without the prior written approval of the Procuring Agency. Upon termination of this Agreement, Consultant shall deliver all Confidential Information in its possession to the Procuring Agency within thirty (30) business days of such termination. Consultant acknowledges that failure to deliver such Confidential Information to the Procuring Agency will result in direct, special and incidental damages.

34. Consultant Personnel.

A. Key Personnel. Consultant's key personnel shall not be diverted from this Agreement without the prior written approval of the Procuring Agency. Key personnel are those individuals considered by the Procuring Agency to be mandatory to the work to be performed under this Agreement. Key personnel shall be:

Mario A. Pena, Carlos Gallinar, Sydney Aschbacher

B. Personnel Changes. Replacement of any personnel shall be made with personnel of equal ability, experience, and qualification and shall be approved by the Procuring Agency. For all personnel, the Procuring Agency reserves the right to require submission of their resumes prior to approval. If the number of Consultant's personnel assigned to the Project is reduced for any reason, Consultant shall, within ten (10) business days of the reduction, replace with the same or greater number of personnel with equal ability, experience, and qualifications, subject to Procuring Agency approval. The Procuring Agency, in its sole discretion, may approve additional time beyond the ten (10) business days for replacement of personnel. The Consultant shall include status reports of its efforts and progress in finding replacements and the effect of the absence of the personnel on the progress of the Project. The Consultant shall also make interim arrangements to assure that the Project progress is not affected by the loss of personnel. The Procuring Agency reserves the right to require a change in Consultant's personnel if the assigned personnel are not, in the sole opinion of the Procuring Agency, meeting the Procuring Agency's expectations.

35. Incorporation by Reference and Precedence.

If this Agreement has been procured pursuant to a request for proposals, this Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any agency response to questions); (2) the Consultant's best and final offer; and (3) the Consultant's response to the request for proposals.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Consultant's best and final offer if such has been made and accepted by the SPA or Procuring Agency or entity; and (5) the Consultant's response to the request for proposals.

36. Inspection.

If this Agreement is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Consultant's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

37. Inspection of Services.

If this Agreement is for the purchase of services, the following terms shall apply.

A. Services, as used in this Clause, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Consultant shall provide and maintain an inspection system acceptable to the Procuring Agency covering the services under this Agreement. Complete records of all inspection work performed by the Consultant shall be maintained and made available to the Procuring Agency during the term of performance of this Agreement and for as long thereafter as the Agreement requires.

C. The Procuring Agency has the right to inspect and test all services contemplated under this Agreement to the extent practicable at all times and places during the term of the Agreement. The Procuring Agency shall perform inspections and tests in a manner that will not unduly delay or interfere with Consultant's performance.

D. If the Procuring Agency performs inspections or tests on the premises of the Consultant or a Sub-Consultant, the Consultant shall furnish, and shall require Sub-Consultants to furnish, at no increase in Agreement price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

E. If any part of the services does not conform with the requirements of this Agreement, the Procuring Agency may require the Consultant to re-perform the services in conformity with the requirements of this Agreement at no increase in Agreement amount. When the defects in services cannot be corrected by re-performance, the Procuring Agency may:

(1) require the Consultant to take necessary action(s) to ensure that future performance conforms to the requirements of this Agreement; and

(2) reduce the Agreement price to reflect the reduced value of the services performed.

F. If the Consultant fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Agreement, the Procuring Agency may:

(1) by Agreement or otherwise, perform the services and charge to the Consultant any cost incurred by the Procuring Agency that is directly related to the performance of such service; or

(2) terminate the Agreement for default.

38. Contract Provisions

Per Federal Requirements of 44 CFR § 13.36, this contract entered between the Village of Ruidoso (Owner) and (Consultant), unless otherwise specified in the above-mentioned sections, shall be in full compliance with the following paragraph (i) of 44 CFR § 13.36. Owner and Consultant understand that Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

- A. Administrative, contractual, or legal remedies in instances where Consultants violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
- B. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement.
- C. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- D. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts and sub-grants for construction or repair)
- E. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5).
- F. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).
- G. Notice of awarding agency requirements and regulations pertaining to reporting.
- H. Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention, which arises or is developed in the course of or under such contract.
- I. Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- J. Access by the grantee, the sub-grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- K. Financial and administrative records for all projects receiving only federal funds shall be retained for a minimum period of three (3) years following the date of the receipt of the final payment of federal funds. Financial and administrative records for all projects that received state funding shall be retained for a minimum period of six (6) years following the receipt of the final payment of state funds. During the period of record retention, the sub-grant may be audited, and the applicant agrees to make their records available to auditors upon request from DHSEM.
- L. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- M. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- N. Prime Consultant must be in compliance with (2 C.F.R. § 200.319) in regards to hiring Sub-Consultants.

THE PROVISIONS OF THIS CLAUSE ARE NOT EXCLUSIVE AND DO NOT WAIVE THE VILLAGE PARTIES OF THIS AGREEMENT OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONSULTANT'S DEFAULT/BREACH OF THIS AGREEMENT.

39. Insurance.

If the services contemplated under this Agreement will be performed on or in Village facilities or property, Consultant shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the Village of Ruidoso as additional insured.

A. Workers Compensation (including accident and disease coverage) at the statutory limit. Employers' liability: \$100,000.

B. Errors and Omission Insurance: Contractor agrees to maintain, during the term of the Agreement, Errors and Omission Insurance with a minimum of One Million Dollars (\$1,000,000.00) coverage.

C. Consultant shall maintain the above insurance for the term of this Agreement and name the Village of Ruidoso as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Consultant. Such a certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

40. Arbitration.

Any controversy or claim arising between the parties shall be settled by arbitration pursuant to NMSA 1978 § 44-7A-1 *et seq.*

IN WITNESS WHEREOF, the parties have executed this Agreement. The effective date is the date of approval by the Village of Ruidoso out hereinafter.

SIGNATURES:

Village of Ruidoso:

Lynn D. Crawford, Mayor

Date: _____

ATTEST: _____
Jini S. Turri, Village Clerk

Able City, LLC:



Mario A. Pena, COO, Able City, LLC

Date: 8/5/2025

Exhibit A

APPENDIX F – DETAILED SCOPE OF WORK

RFP# 2025-012P Comprehensive Master Planning and Economic Analysis Services

The Village of Ruidoso seeks a professional consultant or team of consultants to provide services to complete an update to the Comprehensive Plan and economic analysis of one or more development scenarios. The updated Comprehensive Plan is intended to serve as a high-level guide and framework for future planning initiatives and for policy and investment decisions. Contents of the Comprehensive Plan should include implementation actions and strategies, maps, graphics, and other visuals to support the conclusions and recommendations of the plan.

Elements of the Comprehensive Plan should include, but may not be limited to:

- Consensus Vision for the Future of the Village of Ruidoso
- Land Use and Growth Management, to include one or more development scenarios and a generalized Future Land Use Plan for the Village of Ruidoso and adjacent areas.
- Proposed implementation actions and tools
- Mobility and Transportation, including discussion of multi-use trails for bicyclists and pedestrians and transit options
- Utility infrastructure
- Parks and Recreation
- Economic Development, including analysis of potential projects and scenarios to diversify the local economy
- Housing, including identifying opportunities for new areas for housing development, workforces housing, and integrating housing into existing commercial districts and locations for mixed-use districts.
- Urban Design
- Environment and Sustainability

The Comprehensive Plan update shall be accomplished through public participation including all sectors of the various stakeholders in the community. A Steering Committee may be established to guide and support the project. Several public workshops in various formats should be conducted to inform the community of the project, gather input, and build consensus and support for the vision and the plan.

Offerors shall include a detailed implementation strategy, including:

- Recommendations for more in-depth and specific plans to support the overall vision and direction of the Comprehensive Plan
- Recommendations regarding municipal policies, regulations, and organizational structures to be amended, adapted or created to achieve the goals of the Comprehensive Plan
- Identification and designation of entities responsible for carrying out steps to realize the vision of the Comprehensive Plan
- A general prioritization of the plan goals and a timeline for implementation

Exhibit A

- Identification of resources necessary and currently available to address the goals and recommendations of the plan.

Exhibit A

40+ years
BUILDING COMMUNITIES

Financial Proposal
Original



VILLAGE OF RUIDOSO, NM

*RFP #2025-012P Comprehensive Master
Planning and Economic Analysis Services*

June 26, 2025

able.city

Planning • Community Engagement
Economic Development • Architecture

In partnership with:



QUANTUM
CONSULTANTS

110 Broadway St. Ste. 590, San Antonio, TX 78205
(210) 201-2376 | www.able.city | communications@able.city

Exhibit A

BUDGET AND FEE SCHEDULE

Item	Task	Sub-Total
	Task A: Project Administration	\$9,500
	1. Project Management and Contract Administration	
	Task B: Project Kick Off Meetings	\$14,500.00
	1.Kickoff Conference (Village staff, Consulting Team, & Stakeholders)	
	2.Overall Project Coordination & Roles Assesment	
	3.Establish Steering Committee Meeting	
	4.Progress Meetings (Village staff, Consulting Team, & Stakeholders)	
	Task C: Existing Conditions & Trends	\$39,300.00
	1.Data Collection and Mapping	
	2.Policy and Socioeconomic Review	
	3.Environmental Conditions & Risk	
	4.Market Analysis & Infrastructure Assesment	
	5. Multi-Day Site Visit / Work Sessions	
	6. Existing Conditions Report	
	Task D: 3. Community Outreach & Education	\$6,000.00
	1.Project Website	
	2.Community Outreach & Education (e.g., Social Media)	
	Task E: Vision, Objectives, and Recommendations	\$48,400.00
	1. Community Engagement Plan & Key Individual Interviews	
	2.Community Engagement (5-Day Public Design Charrettes)	
	3.Community Interaction (Web-Based Engagement / Surveys)	
	4. Vision Framework Development (Alternative Scenarios & Strategies)	
	Task F: Plan Creation (Draft)	\$101,500.00
	1. The Essence of Ruidoso/ Community Profile	
	2. Land Use & Urban Design	
	5. Multimodal Transportation, Infrastructure, & Public Services and Facilities	
	6. Housing, Environment & Sustainability	
	7. Parks, Trails, Open Space, & Cultural Preservation	
	9. Other Comprehensive Plan Elements	
	10. Village staff, P&Z, City Council Workshop / Meetings	
	Task G: Economic Analysis	\$108,000.00
	1. Airport-based industrial development & Outdoor/Adventure sports and activities	
	2. Youth Sports driven tourism & Year-Round International Tourism Destination	
	3. Retirement destination for active seniors & Entrepreneurship and Remote Worker hub	
	Task H: Implementation & Adoption	\$13,900.00
	1. Zoning Recommendations, Strategic Planning and Implementation	
	2. Implementation Plan & Matrix	
	3.Comprehensive Plan & Economic Analysis (Final Draft)	
	4.Adoption Process (Recommendations & Meetings)	
	5.Village Council Adoption	
	Task I: Reimbursable Allowances	\$14,500
	Printing, Meeting Materials, Supplies	
	Travel Allowance	
	Project Total	\$355,600.00

AGENDA MEMORANDUM

Village of Ruidoso

Regular Items - 2.

To: Mayor Crawford and Councilors

Presenter(s): Adam Sanchez, Public Works Director

Meeting Date: August 12, 2025

Re: Discussion and Possible Action on Task Order #2024-004P-11 with Souder, Miller & Associates, for Preliminary Design, Final Design, Bid Services, Construction Phase and Construction Observation Services for waterline replacement, on Perk Canyon Drive and North Loop Road, in the Amount of \$313,371.59 Including NMGR.

Item Summary:

Discussion and Possible Action on Task Order #2024-004P-11 with Souder, Miller & Associates, for Preliminary Design, Final Design, Bid Services, Construction Phase and Construction Observation Services for waterline replacement, on Perk Canyon Drive and North Loop Road, in the Amount of \$313,371.59 Including NMGR.

Financial Impact:

Project will be paid out of Loan Agreement #24-ZI1S05-RUIDO-01 - NM DFA Local Government Division. House Bill 1 of the 2024 Special Session of the New Mexico Legislature. FEMA-4795-DR-NM: South Fork Fire and Salt Fire. Project will be budgeted in the FEMA Capita Projects Fund's Southfork Fire Departments Capital Outlay Projects line item (300-284-53006).

Item Discussion:

Scope of Services will provide Design, Bid, Construction and Construction Observation Services to the Village of Ruidoso (Owner) for replacement of 2,519 linear feet of 6-inch asbestos cement waterline with PVC waterline on Perk Canyon Drive and replacement of 20 linear foot of damaged 6-inch PVC waterline on North Loop Road under FEMA Project DR-4795-NM PW #181.

Recommendations:

To Approve Task Order #2024-004P-011 with Souder, Miller & Associates, for Preliminary Design, Final Design, Bid Services, Construction Phase and Construction Observation Services for waterline replacement, on Perk Canyon Drive and North Loop Road, in the Amount of \$313,371.59 Including NMGR.

ATTACHMENTS:

Description

SMA Project FEMA Water Line Task Order -
Scope of Work SMA

**TASK ORDER
FROM
VILLAGE OF RUIDOSO
TO
SOUDER, MILLER & ASSOCIATES
FY2025**

1. Task Order Number: _____
2. Title: VOR FEMA WL Replacement
3. Project Number: 6334686
4. Location: Lincoln County
5. Scope of Services Required: See attached proposal.
6. Village Contact: Ron Sena


Souder, Miller & Associates Contact: Marty Howell
7. Estimated Performance Time: 340 days
8. Estimated Cost: \$313,371.59 including GRT
9. Attachments: Proposal
10. The parties hereto executed the original Task Order on: (date) : _____

Village of Ruidoso

Lynn D. Crawford, Mayor

Date: _____

Souder, Miller & Associates



Marty Howell, P.E. President

Date: 8-6-25

Scope of Services

Project Description

Souder, Miller & Associates (SMA) prepared this Scope of Services to provide Design, Bid, Construction and Construction Observation Services to the Village of Ruidoso (Owner) for replacement of 2,519 linear feet of 6-inch asbestos cement waterline with PVC



waterline on Perk Canyon Drive and replacement of 20 linear foot of damaged 6-inch PVC waterline on North Loop Road under FEMA Project DR-4795-NM PW #181. SMA proposes to complete the following scope of work.

Project Management

1. **Project Management Plan (PMP) Preparation:** SMA will prepare a PMP to outline and document the following to ensure the entire project team has information necessary for a successful project:
 - a. Project team roles and responsibilities
 - b. SMA role in the project
 - c. Subconsultants for the project
 - d. Critical issues for the project
 - e. Project scope, budget and schedule including identification of critical path items
 - f. Change management and mitigation
 - g. QAQC Plan
 - h. Risk identification and safety plan

The PMP is intended to be a living document and the PM will update the PMP throughout the project as necessary.

2. **Kick-off Meeting:** SMA will hold an internal kick-off meeting to review the PMP with all of the project team members.
3. **Ongoing Project Management:** SMA will set up project budget and files, keep project records, update PMP as necessary, and prepare monthly invoices as outlined in the contract. The fee for these monthly project management tasks is based on an overall project duration of eleven (11) months.

Preliminary Design Phase Services

4. **Property/Easement Research:** SMA will research County plat records for adjacent properties and for existing easements shown on plats that may be applicable to the project. Included are the copying and related costs charged by the County for this research. SMA has not included a title search or warranty deed/easement research in this scope of services.

Exhibit A

Preliminary Design, Final Design, Bid, Construction Phase and Construction Observation Services

Scope of Services

5. **Environmental Clearance:** SMA will Coordinate with the Village, FEMA, and state agencies to ensure compliance with relevant environmental regulations. SMA will identify wetlands or floodway impacts using FEMA FIRM panels and NWI mapper. SMA will assist in securing USACE Section 404 permits if necessary..
6. **As-built Research:** SMA will go through the Owner's available record drawings for applicable projects. The Owner will provide access to the records or will provide the records to SMA.
7. **Utility Coordination:** SMA will submit a design conference ticket and a design locate to the 811 Utility Locating System to attempt to get information regarding utilities that may be impacted by the proposed project. SMA will follow-up with utilities that do not respond to the design conference ticket up to two times before proceeding with the design without the utility information. SMA has not included physical utility location (potholing) nor associated mapping in this scope of services. SMA shall not be held responsible for costs (typically change order costs) associated with utilities that are not marked despite SMA's efforts to obtain the existing utility information.
8. **Topographical Survey:** SMA will perform a topographical survey of the project area. This survey will identify the approximate locations of property boundaries and easements based on occupation lines, but will not include a boundary survey of these properties. The survey will collect utility markings from the 811 design locate.
9. **Geotechnical Investigation:** SMA will subconsult with a licensed testing laboratory to complete a geotechnical investigation of the project area. The investigation will be intended to determine the suitability of the native material for bedding and backfill as well as to determine if there are any constructability concerns such as corrosive soils, rock excavation or shallow groundwater table.
10. **Design of Waterline Plan:** SMA will prepare a pre-final horizontal alignment design for the waterline(s) incorporating the data from the as-built research, the utility coordination and the property and easement research.
11. **Design of Waterline Profile:** SMA will prepare the pre-final design of the profile for the waterline(s). This profile will take into account the known underground utilities and will account for depth of bury if that information was relayed by the utility companies and attempt to minimize high points in the waterline.
12. **Design Water Connections:** SMA will prepare the pre-final design of the connections to the proposed waterline(s). SMA will design the connections to the existing system and any branch lines.
13. **Prepare Plans:** SMA will prepare a pre-final set of plans to include the design elements above and a Cover Sheet, General Notes, Overall Map with Survey Control, Standard Details, and Standard Construction Traffic Control Sheets.
14. **Engineer's Opinion of Probable Construction Cost (EOPCC):** Once the pre-final design of the waterline(s) is complete, SMA will estimate the quantities for all proposed items and will prepare unit cost price estimates for each item using SMA's database of existing projects and other resources.
15. **Prepare Contract Documents and Specifications:** SMA will prepare contract documents utilizing the Engineers Joint Contract Documents Committee (EJCDC) standard contract. This task includes modifying the standard contract for this project, and preparing a bid schedule. SMA will also prepare technical specifications to cover work included in the project. SMA will also prepare technical

Exhibit A

Preliminary Design, Final Design, Bid, Construction Phase and Construction Observation Services

Scope of Services

specifications to cover work included in the project that is not outlined in the New Mexico Standard Specifications for Public Works Construction (NMSSPWC).

16. **Submission to Agencies:** SMA will submit the pre-final plans, contract documents and technical specifications (Construction Documents) to the following Agencies for their review concurrent with the design review with the Owner:
 - a. Federal Emergency Management Agency (FEMA)
 - b. NMED-DWB – SMA will follow the NMED-Drinking Water Bureau (DWB) construction application checklist to prepare the Application for Construction or Modification of Public Water Supply System. The Owner will need to provide all the information requested by NMED-DWB that is not part of the proposed project. SMA understands that NMED-DWB approval is not required for pipeline projects.

SMA intends to address the comments from the Owner and the Agencies at the same time.

17. **Design Review with Owner:** SMA will conduct a meeting with the Owner's representative to review the pre-final design. **SMA will submit an electronic copy of the pre-final Construction Documents and the EOPCC via email** prior to the pre-final design review meeting. The purpose of this meeting will be to identify any issues with the alignment, profiles, and connections for the waterline(s) and to ensure that the alignment, profiles, pipe sizes, and locations of connections are acceptable to the Owner. Some potential issues to identify at this stage include: private or public utilities that were not identified on the available record drawings, landscaping or structures that were not identified on the topographical survey. The meeting is also intended to get Owner input on the standard details and to identify any Owner concerns related to operation and maintenance.

Final Design Phase Services

18. **Revisions to Construction Documents:** SMA will revise the Construction Documents to attempt to incorporate the pre-final design review comments resulting from the Owner and Agency reviews. The contract documents will be updated to include applicable wage rates as required by the Funding Agency.
19. **Revisions to EOPCC:** The EOPCC will be updated to reflect design changes.
20. **Resubmittal:** SMA will re-submit the revised Construction Documents to the Owner and Agencies as needed based on review comments received.
21. **Production:** SMA will produce a final plan set on 24" x 36" bond, and a final unbound set of the contract documents and specifications. These final documents will be used to make copies for distribution to the Owner and for distribution during bidding. **SMA will deliver three (3) hardcopies of the final Construction Documents and the EOPCC (and one digital pdf copy)** to the Owner after production.

Bid Phase Services

22. **Advertisement:** SMA will arrange to have the Advertisement for Bids published in one newspaper of general circulation nearest to the Owner's location two (2) times, approximately a week apart. The cost of the Advertisement is included in SMA's fee.

Scope of Services

23. **Distribute Bid Documents:** SMA will make available electronic copies of the construction documents to interested Contractors during bidding and to local plan rooms. Contractors may obtain copies by contacting SMA to obtain access via the SMA web site. SMA will provide three (3) copies of 24" x 36" final design drawings, contract documents and technical specifications to the Contractor to whom the project is awarded.
24. **Substitution Evaluation:** SMA will evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by bidders, provided that such proposals are allowed by the contract documents prior to award of contracts for the Work. Engineer shall issue a bid addendum to allow approved "or equals" and substitutes.
25. **Answer Questions During Bidding:** SMA will accept and answer questions from Contractors during bidding.
26. **Prepare Addenda:** If any additional information needs to be included in the construction documents, SMA will prepare addenda and distribute these addenda to all interested Contractors, to the Owner and to the Funding Agency.
27. **Pre-bid Conference:** Prior to the bid opening, SMA will conduct a pre-bid conference to review the project and to address any outstanding issues with the construction documents. A field review of the project may be conducted during this pre-bid conference. SMA assumes that the Owner can arrange to hold the pre-bid conference at facilities that do not require any fees for their use, so no costs for facility use are included.
28. **Open Bids:** The Contractors will submit their bids to the Owner up to the bid opening deadline. After the bid opening deadline, SMA will read the bids received aloud, and will adjourn the bid opening meeting.
29. **Preparation of Bid Tabulation:** SMA will examine and tabulate the bids received to identify any math or extension errors.
30. **Preparation of Recommendation of Award:** SMA will examine the bid packages received for completeness. SMA will check that the Contractors are properly licensed and will verify the references for the low bidder. SMA will then make a written recommendation to the Owner for the award of the construction contract.

Construction Phase Services

31. **Conform Contract Documents:** Once the Owner and Agency have approved the recommendation of award, SMA will prepare the Notice of Award for execution by the Owner and the Contractor. SMA will also prepare the contract documents for execution. Four (4) original copies will be prepared for execution by the Owner and Contractor and for concurrence by the Funding Agency. SMA will distribute the fully executed copies to the Owner, the Contractor the Funding Agency, and will keep one original.
32. **Pre-construction Conference:** SMA will conduct a pre-construction conference to address construction related issues with the Owner and Contractor. The cut-off for pay periods will be set as well as the Notice to Proceed date. SMA will prepare the Notice to Proceed for execution by the Contractor and the Owner.

33. **Submittal and Shop Drawing Review:** SMA will review submittals and other data that the Contractor is required to submit for conformance with the information in the contract documents and compatibility with the design concept of the project as a functioning whole. Such reviews will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. SMA will verify and document whether Contractor submittals are in accordance with the technical specifications. SMA will create and maintain a log of all submittals and shop drawings.
34. **Respond to Requests for Information:** SMA will respond to the Contractor's Requests for Information (RFIs) in writing. SMA will create and maintain a log of all RFIs. This may include issuing necessary clarifications and interpretations of the contract documents and technical specifications as appropriate.
35. **Field Orders:** SMA may issue field orders authorizing minor variations from the requirements of the contract documents and technical specifications.
36. **Site Visits:** SMA will make periodic visits to the site to observe the progress and quality of the various aspects of the Contractor's work. Based on the information obtained, and to the extent possible during such visits and observations, SMA will determine if the work is proceeding in accordance with the contract documents and technical specifications and will keep the Owner informed of the progress of the work. During such visits, SMA will recommend to the Owner that the Contractor's work be disapproved and rejected while it is in progress if SMA believes that such work will not produce a completed project that conforms generally to the contract documents and technical specifications or that will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the contract documents and technical specifications. These visits will coincide with the progress meetings. [The fee is based on making three site visits [one site visit per month for the 90 calendar day duration to substantial completion and preparing a site visit record for the Owner via email.
37. **Progress Meetings:** SMA will establish, coordinate and attend regular project meetings throughout the duration of the project. The fee is based on attending monthly meetings for the 120 calendar day construction project duration and preparing agendas and meeting minutes for these meetings.
38. **Preparation of Periodic Pay Requests:** SMA will prepare periodic pay requests for the work accomplished during the pay period as verified by the construction observer. Based on the construction observer review of applications for payment and engineer review of accompanying support documentation, SMA will recommend the amounts that the Contractor be paid. Such recommendations of payment will be based on such observations and review that, to the best of SMA's knowledge, the work has progressed to the point indicated, the quality of such work is generally in accordance with the contract documents, and the conditions precedent to the Contractor being entitled to such payment appear to have been fulfilled.
39. **Preparation of Contract Change Orders:** SMA will recommend action on any proposed contract changes including review of proposed pricing. SMA will prepare formal change orders required for the project.

Closeout Services

40. **Complete Acceptance Meeting:** SMA will schedule and arrange acceptance meetings when notified by the Contractor that the project is ready for acceptance. SMA will complete one (1) substantial completion acceptance meetings, prepare and distribute a “punchlist” outlining items to be addressed, and complete one (1) follow-up final completion meeting after Contractor indicates that the “punchlist” has been completed and make a recommendation to the Owner regarding project acceptance.
41. **Preparation of Close-out Documents:** At the completion of the project, SMA will complete forms, provide direction, and coordinate completion of the closeout documents required by the Funding Agency listed below:
 - a. Certification of Substantial Completion
 - b. Engineer & Community Acceptance
 - c. Record Drawings & O&M Manuals Acceptance
 - d. Consent of Surety to Final Payment
 - e. Affidavit of Payment and Release of Liens
 - f. Labor Standards Certification
 - g. Davis Bacon Certification
42. **Maintain Records:** SMA will maintain records of all contract documents, change orders, RFIs, pay requests, funding reimbursement requests, financial status reports, certified payroll, and design and construction documents during the entire construction period and will deliver one (1) copy of the complete project records to the Owner at the completion of construction in digital PDF format.
43. **Preparation of Record Drawings:** SMA will update the construction plans to reflect changes made during construction. Record Drawings will be prepared utilizing the project documentation provided by the Contractor. **SMA will submit the original record drawings (and one digital pdf copy) and one additional set will be submitted in digital (GIS) format** to the Owner upon completion.
44. **Preparation of Operation and Maintenance (O&M) Manual:** SMA will prepare an O&M Manual to include operation and maintenance information provided by the manufacturer of manufactured goods installed on the project.
45. **Warranty Meeting:** SMA will schedule and arrange a warranty meeting 11 months after the substantial completion date to make recommendations to the Owner regarding corrections covered by the Contractor’s warranty that need to be completed. SMA will complete one (1) warranty meeting, prepare and distribute a “punchlist” outlining items to be addressed, and complete one (1) follow-up meeting after Contractor indicates that the “punchlist” has been completed.

Construction Observation Services

46. **Construction Observation:** SMA will provide an on-site Resident Project Representative (RPR) on a full-time basis during progression of construction. The fee for this work was based on a construction duration of 90 calendar days to substantial completion, and 30 calendar days between substantial completion and final completion [the fee includes half-time observation coverage for the period between substantial completion and final completion]. The fee for Construction Observation Services

Exhibit A

Preliminary Design, Final Design, Bid, Construction Phase and Construction Observation Services

Scope of Services

is based on 5.5 hours on-site per day, 4 hours of travel each day, 0.5 hours for report preparation, a daily per diem of \$60, and a daily mileage reimbursement of 226 miles at \$0.70/mile. This work will include coordination of the construction schedule with the Contractor and verification of quality of work for conformance with the Construction Documents.

47. **Preconstruction Conference:** The RPR will participate in the pre-construction conference prior to commencement of work at the site.
48. **Quantity Verification:** The RPR will verify the quantities in applications for payment and accompanying support documentation and advise the engineer regarding the amounts that the Contractor should be paid.
49. **Material Verification:** While on-site, SMA will verify and document that material received is per the submittals, material installed, tested, and measured per the technical specifications.

Schedule

SMA proposes to complete the above scope of services according to the following schedule.

<u>Task</u>	<u>Duration (calendar days)</u>
List of data needed from Owner	5 days from contract execution
Preliminary Design Phase Services	20 days from the receipt of Owner data
Final Design Phase Services	40 days from the receipt of Agencies and Owner comments
Bid Phase Services	45 days from the receipt of Agencies approval and Owner authorization to Bid
Construction Phase Services	120 days from the construction Notice to Proceed
Construction Observation Services	120 days from the construction Notice to Proceed
Closeout Services	45 days from construction Final Completion.

Compensation

The budgets shown below exclude New Mexico Gross Receipts Tax (NMGRT). NMGRT will be added to each invoice based on the current rate at the time of billing. The budgets for the phases shown will be billed on a lump sum basis; therefore, the invoices will not include an itemized breakdown of charges. Invoices will be issued on a monthly basis reflecting the percentage of each task completed to date.

<u>Task</u>	<u>Cost</u>
Surveying & Mapping Services	\$ 24,384.00
Preliminary Design Phase Services	\$ 54,861.00
Final Design Phase Services	\$ 23,498.00
Bid Phase Services	\$ 19,783.00
Construction Phase Services	\$ 32,986.00
Construction Observation Services	\$ 113,131.00
<u>Closeout Services</u>	<u>\$ 21,013.00</u>
Total	\$ 289,656.00

Assumptions

SMA made the following assumptions to develop the fee for the above scope of services:

1. SMA assumes that there is no contamination on the project site. If contamination is found on the project site, and investigation is required, SMA will alert the Owner and additional scope and fee will be negotiated with the Owner.
2. SMA assumes that the Owner holds titles or easements to any properties required for the project with the exception of the public rights-of-way listed above. SMA assumes that the Owner will provide copies of the warranty deeds, plats, and easement documents to SMA. A title search, warranty deed research, easement research, boundary surveys or easement preparation will require an amendment to this contract, which will be negotiated with the Owner. If the property descriptions in the easement documents are ambiguous, the Owner may need to provide additional direction regarding the proposed improvement locations or negotiate a fee to have SMA prepare a new easement.
3. SMA assumes that the Owner will provide operations staff to open or otherwise provide access to the existing facilities that need to be surveyed.
4. SMA assumes that additional environmental clearance work will not be required. If additional environmental clearance work will be required, SMA will negotiate a fee for the additional work required.
5. SMA assumes that there are no geotechnical conditions that will require special design considerations (corrosive soils, shallow groundwater, rock excavation). If such conditions are discovered by the geotechnical investigation, SMA will alert the Owner and a fee will be negotiated with the Owner to cover the additional engineering required to mitigate the geotechnical conditions.
6. SMA will not be responsible for any damage that occurs to the geotechnical drilling or ingress/egress areas. The drilling platform is considered heavy equipment which may damage asphalt paving, concrete pavement/slabs, underground vaults, lawns and landscaped areas. SMA's geotechnical subconsultant will backfill any earthen area borings with cuttings from the test hole, and in paved areas the borings will be backfilled with cuttings and patched with asphaltic "cold-patch". Any settlement of these areas after SMA's geotechnical subconsultant has left the project site is the responsibility of the Owner. If there are any critical areas within the project site that the Owner wants returned to pre-drilling condition, they shall notify SMA so that we can negotiate a fee for that additional work.
7. SMA assumes the Owner will secure a Site Certificate from their attorney if required by the funding agency to confirm property ownership for the property.
8. SMA assumes that the Owner knows the location of their existing utilities and can mark the locations within allowable 811 tolerances (typically within 18 inches).
9. SMA assumes that the proposed improvements will have adequate space within the specified corridor to be installed. If existing utilities within the corridor prohibit the installation of the proposed improvements, SMA will alert the Owner, and the corridor will be modified, or an additional scope and fee will be negotiated with the Owner to cover the additional engineering required to mitigate the existing utilities.

Exhibit A

Preliminary Design, Final Design, Bid, Construction Phase and Construction Observation Services

Scope of Services

10. SMA assumes that the Owner does not have an existing Supervisory Control and Data Acquisition (SCADA) system or that the proposed improvements will need to be tied into an existing SCADA system.
11. SMA assumes that the bid opening and the preconstruction conference will either be held at SMA's offices or that the Owner can arrange to hold the meetings at facilities that do not require any fees for their use. No costs for use of a third-party facility are included in the fee.
12. SMA assumes that the construction progress meeting can be held at the Contractor's trailer or at the Owner's facilities. No costs for use of a third-party facility are included in the fee.
13. During construction, job site safety shall be the sole responsibility of the Contractor. SMA will not manage or control the Contractor's work with respect to means, methods, techniques, sequences or procedures, and/or safety. The Contractor will be responsible for complying with rules, laws, ordinances, codes, or orders in the execution of the work. SMA and its subconsultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site. The Scope of Services and Fee Schedule have been prepared on the basis that no hazardous or toxic substances are present at the Project site. In the event hazardous or toxic substances are discovered on the site, the parties agree to review and renegotiate the terms and conditions of this contract to protect the interests of the parties.
14. SMA assumes that SMA's construction observation personnel will be able to provide the FEMA-mandated monitoring for archeological resources during excavation activities.

Summary of Cost Proposal

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

Project Description: Perk Canyon Waterline
Project Number: PW#181 Site 09 and Site 10
Owner: Village of Ruidoso
Date of Submittal: August 5, 2025
Tax Rate on Services: 8.1875%

TOTALS

PHASE/ CATEGORY OF WORK	Subtotal	NMGRT	Total
Field Survey and Mapping	\$24,384.00	\$1,996.44	\$26,380.44
Preliminary Design	\$54,861.00	\$4,491.74	\$59,352.74
Final Design	\$23,498.00	\$1,923.90	\$25,421.90
Bid Administration	\$19,783.00	\$1,619.73	\$21,402.73
Construction Administration	\$32,986.00	\$2,700.73	\$35,686.73
Closeout	\$21,013.00	\$1,720.44	\$22,733.44
Construction Observation	\$113,131.00	\$9,262.60	\$122,393.60
TOTALS	\$289,656.00	\$23,715.59	\$313,371.59

EXHIBIT B.2 - COST PROPOSAL

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

DESIGN PHASE - BASIC ENGINEERING SERVICES

Project Description: Perk Canyon Waterline
Project Number: PW#181 Site 09 and Site 10
Owner: Village of Ruidoso
Date of Submittal: August 5, 2025
Tax Rate on Services: 8.1875%
 Note: Figures in this table do not include tax.

Job Description	Principal	Staff EIT/LSIT Sci. III	Eng/CAD Surv/Field Tech IV	Eng/CAD Surv/Field Tech IV	Eng/CAD Surv/Field Tech V	Eng/CAD Surv/Field Tech III	Project Fin./Mgr. Asst. II	GPS	Mileage	Expenses	Total	SMA	Sub Contracts	Total	Task
Billing Rate per Unit	\$ 250	\$ 135	\$ 120	\$ 120	\$ 135	\$ 100	\$ 100	\$ 30	\$ 0.70	\$ 1					
Unit	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	HR	Mi	Actual	\$		\$		\$
Task															
Field Survey and Mapping															
Survey Plan / Instructions		2									\$ 270		\$ -		\$ 270
Survey Research:															
Utility Locations		2	2	2							\$ 750		\$ -		\$ 750
Right of Way / Easements		6									\$ 810		\$ -		\$ 810
Perform Field Research		6	7								\$ 1,650		\$ -		\$ 1,650
Perform Field Survey				28		28		28	791	150	\$ 7,704		\$ -		\$ 7,704
Traffic Control				3		3				500	\$ 1,160		\$ -		\$ 1,160
Establish Utility & R/W Location		6									\$ 810		\$ -		\$ 810
Establish Control Points		6		3		3		3			\$ 1,560		\$ -		\$ 1,560
Aerial Mapping											\$ -		\$ -		\$ -
Download Data / tins & contours		3	5	5							\$ 1,605		\$ -		\$ 1,605
Prepare Mapping		5	14	28							\$ 5,715		\$ -		\$ 5,715
Survey Control	2	7									\$ 1,445		\$ -		\$ 1,445
Verify Accuracy of Survey	2	3									\$ 905		\$ -		\$ 905
Subtotal Hours:	4	46	28	69		34		31	791	650	\$ 8,065		\$ -		\$ 24,384
Subtotal Cost:	\$ 1,000	\$ 6,210	\$ 3,360	\$ 8,280	\$ -	\$ 3,400	\$ -	\$ 930	\$ 554	\$ 650	\$ 24,384				

Job Description	Principal	Senior Eng./Sci./ Surv I	Project Eng./Sci./ Surv I	Staff EIT/LSIT Sci. II	Eng/CAD Surv/Field Tech VI	Project Fin./Mgr. Asst. II	GPS	Mileage	Expenses	Per Diem (Part Day)	Total	SMA	Sub Contracts	Total	Task
Billing Rate per Unit	\$ 250	\$ 175	\$ 145	\$ 125	\$ 150	\$ 100	\$ 30	\$ 1	\$ 1	\$ 60					
Unit	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	HR	Mi	Actual	Days	\$		\$		\$
Task															
Preliminary Design															
Kick-off Meeting		2	2		2	2					\$ 1,140		\$ -		\$ 1,140
Ongoing Project Management	1	1	3				2				\$ 920		\$ -		\$ 920
Invoicing	1	1					2				\$ 485		\$ -		\$ 485
Environmental Compliance Coordination											\$ -		\$ -		\$ -
Wetlands / Floodway Identification											\$ -		\$ -		\$ -
USACE 404 Permit Assistance											\$ -		\$ -		\$ -
As-built Research			3								\$ 435		\$ -		\$ 435
Utility Coordination		3		13				226			\$ 2,308		\$ -		\$ 2,308
Design Plans															
Index / Cover / Notes / Key Map			1	7	13						\$ 2,970		\$ -		\$ 2,970
Site Plans			2	5	9						\$ 2,265		\$ -		\$ 2,265
Plan & Profiles	3		6	11	42						\$ 9,295		\$ -		\$ 9,295
Details			5	9	17						\$ 4,400		\$ -		\$ 4,400
Traffic Control			1	2	3						\$ 845		\$ -		\$ 845
Erosion Controls / BMP's	2	6			16						\$ 3,950		\$ -		\$ 3,950
Geotechnical Report	2	2	4								\$ 1,430		\$ 8,925		\$ 10,355
EOPCC		2	8	14							\$ 3,260		\$ -		\$ 3,260
Prepare Contract Documents and Specifications		5	9	17							\$ 4,305		\$ -		\$ 4,305
QAQC	9	3	5	11							\$ 4,875		\$ -		\$ 4,875
Submission to Agencies		2	2	3					100		\$ 1,115		\$ -		\$ 1,115
Design Review with Owner		4	4	4				226			\$ 1,938		\$ -		\$ 1,938
Subtotal Hours:	18	31	55	96	102	2	4	452	100		\$ 45,936		\$ 8,925		\$ 54,861
Subtotal Cost:	\$ 4,500	\$ 5,425	\$ 7,975	\$ 12,000	\$ 15,300	\$ 200	\$ 120	\$ 316	\$ 100	\$ -	\$ 45,936				
Final Design															
Ongoing Project Management	2	2	2				1				\$ 1,170		\$ -		\$ 1,170
Invoicing	2	2					2				\$ 910		\$ -		\$ 910
Revisions to Design Plans															
Index / Cover / Notes / Key Map			1	4	7						\$ 1,695		\$ -		\$ 1,695
Site Plans		2	2	3	5						\$ 1,765		\$ -		\$ 1,765
Plan & Profiles	2	6	6	6	21						\$ 6,320		\$ -		\$ 6,320
Details		3	5	5	9						\$ 3,225		\$ -		\$ 3,225
Traffic Control			1	1	2						\$ 570		\$ -		\$ 570
Revisions to EOPCC		2	4	8							\$ 1,930		\$ -		\$ 1,930
Revisions to Construction Documents		3	5	9							\$ 2,375		\$ -		\$ 2,375
Design Review with Owner		4	4	4				226			\$ 1,938		\$ -		\$ 1,938
Post Revisions Model Design Verification											\$ -		\$ -		\$ -
Resubmittal		2		3					50		\$ 775		\$ -		\$ 775
Production				3	3						\$ 825		\$ -		\$ 825
Subtotal Hours:	6	26	30	46	47		3	226	50		\$ 23,498		\$ -		\$ 23,498
Subtotal Cost:	\$ 1,500	\$ 4,550	\$ 4,350	\$ 5,750	\$ 7,050	\$ -	\$ 90	\$ 158	\$ 50	\$ -	\$ 23,498				

Total Cost of Design Phase Services: \$ 102,743

EXHIBIT C.2 - COST PROPOSAL

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

CONSTRUCTION PHASE - BASIC ENGINEERING SERVICES

Project Description: Perk Canyon Waterline
Project Number: PW#181 Site 09 and Sit
Owner: Village of Ruidoso
Date of Submittal: August 5, 2025
Tax Rate on Services: 8.1875%

Note: Figures in this table do not include tax.

Job Description	Principal	Senior Eng./Sci./Surv I	Project Eng./Sci./Surv I	Staff EIT/LSIT Sci. II	Eng/CAD Surv/Field Tech IV	Construc. Observer IV	Project Fin./Mgr. Asst. II	Mileage	Expenses	Per Diem (Part Day)	Total SMA	Sub Contracts	Total Task
Billing Rate per Unit	\$ 250	\$ 175	\$ 145	\$ 125	\$ 120	\$ 130	\$ 100	\$ 0.70	\$ 1	\$ 60			
Unit	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Mi	Actual	Days	\$	\$	\$
Task													
Bid Administration													
Ongoing Project Management	3	3									\$ 1,275	\$ -	\$ 1,275
Invoicing	3	3					3				\$ 1,575	\$ -	\$ 1,575
Advertisement		2	2	4			2		250		\$ 1,590	\$ -	\$ 1,590
Distribute Bid Documents			2	3							\$ 665	\$ -	\$ 665
Substitution Evaluation		2	3								\$ 785	\$ -	\$ 785
Answer Questions During Bidding		2	5	11							\$ 2,450	\$ -	\$ 2,450
Prepare Addenda	2	2	5	11	5						\$ 3,550	\$ -	\$ 3,550
Pre-bid Conference		7	7					226	100		\$ 2,498	\$ -	\$ 2,498
Open Bids		4	4								\$ 1,280	\$ -	\$ 1,280
Preparation of Bid Tabulation			2	9							\$ 1,415	\$ -	\$ 1,415
Preparation of Recommendation of Award		2	5	13							\$ 2,700	\$ -	\$ 2,700
Subtotal Hours:	8	27	35	51	5		5	226	350		\$ 19,783	\$ -	\$ 19,783
Subtotal Cost:	\$ 2,000	\$ 4,725	\$ 5,075	\$ 6,375	\$ 600	\$ -	\$ 500	\$ 158	\$ 350	\$ -	\$ 19,783		
Construction Administration													
Ongoing Project Management	5	5	5								\$ 2,850	\$ -	\$ 2,850
Invoicing	5	5					6				\$ 2,725	\$ -	\$ 2,725
Conform Contract Documents		3	5	11							\$ 2,625	\$ -	\$ 2,625
Preparation and Pre-construction Conference		6	7					226	30		\$ 2,253	\$ -	\$ 2,253
Submittal and Shop Drawing Review		6	11	21							\$ 5,270	\$ -	\$ 5,270
Respond to Requests for Information											\$ -	\$ -	\$ -
Field Orders											\$ -	\$ -	\$ -
Site Visits (3 site visits)		19	19					678			\$ 6,555	\$ -	\$ 6,555
Preparation and Progress Meetings (4 meetings)			4	7							\$ 1,455	\$ -	\$ 1,455
Preparation of Periodic Pay Requests (4 months)		5	13	17							\$ 4,885	\$ -	\$ 4,885
Preparation of Contract Change Orders											\$ -	\$ -	\$ -
Complete Acceptance Meeting		7	7			7		226			\$ 3,308	\$ -	\$ 3,308
Maintain Records			3	5							\$ 1,060	\$ -	\$ 1,060
Subtotal Hours:	10	56	74	61		7	6	1130	30		\$ 32,986	\$ -	\$ 32,986
	\$ 2,500	\$ 9,800	\$ 10,730	\$ 7,625	\$ -	\$ 910	\$ 600	\$ 791	\$ 30	\$ -	\$ 32,986		
Closeout													
Ongoing Project Management	2	2									\$ 850	\$ -	\$ 850
Invoicing	2	2					3				\$ 1,150	\$ -	\$ 1,150
Preparation of Close-out Documents		3	5	9							\$ 2,375	\$ -	\$ 2,375
Preparation of Record Drawings	6	6	11		42						\$ 9,185	\$ -	\$ 9,185
Preparation of Operation and Maintenance (O&M) Manual	3	5	9	17							\$ 5,055	\$ -	\$ 5,055
Warranty Meeting		7	7					226			\$ 2,398	\$ -	\$ 2,398
Subtotal Hours:	13	25	32	26	42		3	226			\$ 21,013	\$ -	\$ 21,013
Subtotal Cost:	\$ 3,250	\$ 4,375	\$ 4,640	\$ 3,250	\$ 5,040	\$ -	\$ 300	\$ 158	\$ -	\$ -	\$ 21,013		
Construction Observation													
Construction Observation						745		16873		75	\$ 113,131	\$ -	\$ 113,131
Number of Visits = 74.5													
Hours per Visit = 10													
Subtotal Hours:						745		16873		75	\$ 113,131	\$ -	\$ 113,131
Subtotal Cost:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,850	\$ -	\$ 11,811	\$ -	\$ 4,470	\$ 113,131		

Total Cost of Construction Phase Services: \$ 186,913

AGENDA MEMORANDUM

Village of Ruidoso

Regular Items - 3.

To: Mayor Crawford and Councilors

Presenter(s): Lee Baker, Airport Manager

Meeting Date: August 12, 2025

Re: Discussion and Possible Action on Approval of Resolution 2025-28 a Resolution Authorizing the Village of Ruidoso to Apply for a Federal Aviation Administration (FAA) Grant Agreement in the Amount of \$631,579.00 for an Airport Master Plan Update Project

Item Summary:

Discussion and Possible Action on Approval of Resolution 2025-28 a Resolution Authorizing the Village of Ruidoso to Apply for a Federal Aviation Administration (FAA) Grant Agreement in the Amount of \$631,579.00 for an Airport Master Plan Update Project

Financial Impact:

No financial impact at this time, only applying for funding. If approved, Finance would then complete a budget adjustment to include the project in the FY 2026 Budget.

Item Discussion:

Resolution 2025-28 a Resolution Authorizing the Village of Ruidoso to Apply for a Federal Aviation Administration (FAA) Grant Agreement in the Amount of \$631,579.00 for an Airport Master Plan Update Project

Recommendations:

To Approve Resolution 2025-28 a Resolution Authorizing the Village of Ruidoso to Apply for a Federal Aviation Administration (FAA) Grant Agreement in the Amount of \$631,579.00 for an Airport Master Plan Update Project

ATTACHMENTS:

Description

Resolution 2025-28

Grant Application

**VILLAGE OF RUIDOSO
RESOLUTION 2025-28**

**A RESOLUTION AUTHORIZING THE VILLAGE OF RUIDOSO TO APPLY FOR A FEDERAL
AVIATION ADMINISTRATION (FAA) GRANT AGREEMENT IN THE AMOUNT OF
\$631,579.00 FOR AN AIRPORT MASTER PLAN UPDATE PROJECT**

WHEREAS, the Village of Ruidoso is applying for a FAA Grant for assistance for an update to the Sierra Blanca Regional Airport Master Plan; and

WHEREAS, the project is within the Village of Ruidoso's jurisdiction and is necessary for the public good and convenience to serve the users of the Sierra Blanca Regional Airport.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF RUIDOSO hereby adopts and approves this resolution and authorizes Lynn D. Crawford, Mayor of the Village of Ruidoso, to execute all documents related to the grant application.

PASSED, ADOPTED, AND APPROVED on this 12th day of August, 2025.

By: _____
Lynn D. Crawford, Mayor

(SEAL)

Attest: _____
Jini Turri, Village Clerk

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Revision	
*3. Date Received: 4. Applicant Identifier: SRR	
5a. Federal Entity Identifier: *5b. Federal Award Identifier:	
State Use Only:	
6. Date Received by State: 7. State Application Identifier:	
8. APPLICANT INFORMATION:	
*a. Legal Name: Village of Ruidoso	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 85-6000650 *c. UEI: U1ZWKN7PES24	
d. Address:	
*Street 1: 313 Cree Meadows Drive Street 2: *City: Ruidoso County/Parish: Lincoln *State: NM *Province: *Country: USA: United States *Zip / Postal Code 88345-0000	
e. Organizational Unit:	
Department Name: Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: Mr. *First Name: Lynn Middle Name: *Last Name: Crawford Suffix: Title: Mayor Organizational Affiliation: *Telephone Number: (575) 336-81111 Fax Number: *Email: lynncrawford@lruidoso-nm.gov	

Application for Federal Assistance SF-424
<p>*9. Type of Applicant 1: Select Applicant Type: C: City or Township Government</p> <p>Type of Applicant 2: Select Applicant Type: Pick an applicant type</p> <p>Type of Applicant 3: Select Applicant Type: Pick an applicant type</p> <p>*Other (Specify)</p>
<p>*10. Name of Federal Agency: Federal Aviation Administration</p>
<p>11. Catalog of Federal Domestic Assistance Number: 20.106</p> <p>CFDA Title: Airport Improvement Program</p>
<p>*12. Funding Opportunity Number: </p> <p>*Title: </p>
<p>13. Competition Identification Number: </p> <p>Title: </p>
<p>14. Areas Affected by Project (Cities, Counties, States, etc.): </p>
<p>*15. Descriptive Title of Applicant's Project: Airport Master Plan update with AGIS Aeronautical Survey</p>
<p>Attach supporting documents as specified in agency instructions.</p>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: II	*b. Program/Project: II
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
*a. Start Date: 01/01/2025	*b. End Date: 12/31/2025
18. Estimated Funding (\$):	
*a. Federal	\$ 600,000
*b. Applicant	\$ 3,158
*c. State	\$ 28,421
*d. Local	
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 631,579
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____.	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
*20. Is the Applicant Delinquent On Any Federal Debt?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", explain:	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	*First Name: Lynn
Middle Name:	
*Last Name: Crawford	
Suffix:	
*Title: Mayor	
*Telephone Number: (575) 336-81111	Fax Number:
* Email: lynncrawford@ruidoso-nm.gov	
*Signature of Authorized Representative:	*Date Signed:



Application for Federal Assistance (Planning Projects)

Part II – Project Approval Information

Section A – Statutory Requirements

The term “Sponsor” refers to the applicant name as provided in box 8 of the associated SF-424 form.

Item 1

Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?

☒ Yes ☐ No

Item 2

Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?

☒ Yes ☐ No ☐ N/A

Item 3

Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.

☐ Yes ☒ No ☐ N/A

Item 4

Is the project covered by another Federal assistance program? If yes, please identify other funding sources by the Catalog of Federal Domestic Assistance (CFDA) number.

☐ Yes ☒ No ☐ N/A

CFDA: _____

Item 5

Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?

☐ Yes ☐ No ☒ N/A

If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:

☐ De Minimis rate of 10% as permitted by 2 CFR § 200.414

☐ Negotiated Rate equal to _____% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII)

Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.

Section B – Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Part III – Budget Information

Section A – Budget Summary

Grant Program (a)	Federal Catalog No (b)	New or Revised Budget		
		Federal (c)	Non-Federal (d)	Total (e)
1. Airport Improvement Program	20-106	\$ 600,000	\$ 31,579	\$ 631,579
2.				
3. TOTALS		\$ 600,000	\$ 31,579	\$ 631,579

Section B – Budget Categories (All Grant Programs)

4. Object Class Categories	Airport Improvement Program (1)		Other Program (2)		Total
	Amount	Adjustment + or (-) Amount (Use only for revisions)	Amount	Adjustment + or (-) Amount (Use only for revisions)	
a. Administrative expense	\$ 10,000	\$	\$	\$	\$ 10,000
b. Airport Planning	621,579				621,579
c. Environmental Planning					
d. Noise Compatibility Planning					
e. Subtotal					
f. Program Income					
g. TOTALS (line e minus line f)	\$ 631,579	\$	\$	\$	\$ 631,579

Section C – Non-Federal Resources

Grant Program (a)	Applicant (b)	State (c)	Other Sources (d)	Total (e)
5.	\$ 3,158	\$ 28,421	\$	\$ 31,579
6.				
7. TOTALS	\$ 3,158	\$ 28,421	\$	\$ 31,579

Section D – Forecasted Cash Needs

Source of funds	Total for Project	1 st Year	2 nd Year	3 rd Year	4 th Year
8. Federal	\$ 600,000	\$ 300,000	\$	\$	\$
9. Non-Federal	31,579	15,789	15,790		
10. TOTAL	\$ 631,579	\$ 315,789	\$ 315,790	\$	\$

Section E – Other Budget Information

11. Other Remarks: (attach sheets if necessary) IJJA-AIG federal funds are requested for this grant.

Part IV - Program Narrative

(Suggested Format)

PROJECT: Airport Master Plan update with AGIS Aeronautical Survey
AIRPORT: Sierra Blanca Regional Airport
1. Objective: This project includes a Master Plan Update with an AGIS aeronautical survey.
2. Benefits Anticipated: The last airport master plan update for the airport was conducted 10 years prior. Since that time FAA design standards have changed, and the airport has experienced numerous airside and landside development projects and improvements. The Master Plan update will ensure that future development meets the existing and future aviation needs of the airport and current FAA design standards. An aeronautical survey will be conducted to collect safety critical data of the airfield and uploaded to FAA's Airport Data Information Portal. Additionally, the sponsor is in the process of updating the local general plan. The information collected and identified as part of the Master Plan will be utilized to inform the general plan and protect future airport developments.
3. Approach: <i>(See approved Scope of Work in Final Application)</i> Refer to approved Scope of Work.
4. Geographic Location: Fort Stanton mesa 15 miles northeast of Ruidoso, Lincoln County, New Mexico
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: <i>(include address & telephone number)</i> Mr. Lynn Crawford (575) 336-8111 313 Cree Meadows Drive Ruidoso, NM 88345

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION		
<input type="text" value="Village of Ruidoso"/>		
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Lynn"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Crawford"/>	Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>		
* SIGNATURE: <input type="text"/>	* DATE: <input type="text"/>	



Agreement on State Sponsorship and Airport Sponsor Obligations Airport Improvement Program

In accordance with 49 USC § 47105 the Airport Sponsor hereby consents to the Project sponsorship by the State for the Project at the above airport and associated city.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgment and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
☒ Yes ☐ No ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
 - a. Technical standards (Advisory Circular (AC) 150/5370-12);
 - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
 - c. Construction safety and phasing plan measures (AC 150/5370-2).☒ Yes ☐ No ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
☒ Yes ☐ No ☐ N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
 - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
 - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- ☒ Yes ☐ No ☐ N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
☒ Yes ☐ No ☐ N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
 - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
 - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
 - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- ☒ Yes ☐ No ☐ N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
 - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
 - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- ☒ Yes ☐ No ☐ N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☒ Yes ☐ No ☐ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this _____ day of _____, _____.

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location:

Address:

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , 2020

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

☒ Yes ☐ No ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- ☒ Yes ☐ No ☐ N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- ☒ Yes ☐ No ☐ N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- ☒ Yes ☐ No ☐ N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- ☒ Yes ☐ No ☐ N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.
- ☒ Yes ☐ No ☐ N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- ☒ Yes ☐ No ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
- a. Only one qualified person/firm submits a responsive bid;
 - b. Award is to be made to other than the lowest responsible bidder; and
 - c. Life cycle costing is a factor in selecting the lowest responsive bidder.
- ☒ Yes ☐ No ☐ N/A
9. All construction and equipment installation contracts contain or will contain provisions for:
- a. Access to Records (§ 200.336)
 - b. Buy American Preferences (Title 49 U.S.C. § 50101)
 - c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
 - d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
 - e. Occupational Safety and Health Act requirements (20 CFR part 1920)
 - f. Seismic Safety – building construction (49 CFR part 41)
 - g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
 - h. U.S. Trade Restriction (49 CFR part 30)
 - i. Veterans Preference (49 USC § 47112(c))
- ☒ Yes ☐ No ☐ N/A
10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:
- a. Davis-Bacon and Related Acts (29 CFR part 5)
 - b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)
- ☒ Yes ☐ No ☐ N/A
11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).
- ☒ Yes ☐ No ☐ N/A
12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:
- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
 - b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
 - c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
 - d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).
- ☒ Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).
☒ Yes ☐ No ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).
☒ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
☒ Yes ☐ No ☐ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☐ Yes ☐ No ☒ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
☐ Yes ☐ No ☒ N/A
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
☐ Yes ☐ No ☒ N/A
3. If property for airport development is or will be leased, the following conditions have been met:
 - a. The term is for 20 years or the useful life of the project;
 - b. The lessor is a public agency; and
 - c. The lease contains no provisions that prevent full compliance with the grant agreement.☐ Yes ☐ No ☒ N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

☐ Yes ☐ No ☒ N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

☐ Yes ☐ No ☒ N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

☐ Yes ☐ No ☒ N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

☐ Yes ☐ No ☒ N/A

8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

☐ Yes ☐ No ☐ N/A

9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.

☐ Yes ☐ No ☒ N/A

10. Effort was or will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

☐ Yes ☐ No ☒ N/A

11. If a negotiated settlement is not reached, the following procedures were or will be used:
- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
 - b. Supporting documents for awards included in the project files.

☐ Yes ☐ No ☒ N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was or will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

☐ Yes ☐ No ☒ N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were or will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

☐ Yes ☐ No ☒ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Designated Official Representative: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
☒ Yes ☐ No ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
☒ Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
☒ Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
☒ Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
☒ Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
☒ Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
☒ Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
☒ Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
☒ Yes ☐ No ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this day of , .

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Certification and Disclosure Regarding Potential Conflicts of Interest

Airport Improvement Program Sponsor Certification

Sponsor: Village of Ruidoso

Airport: Sierra Blanca Regional Airport

Project Number: 3-35-0052-0xx-2025

Description of Work: Airport Master Plan update with AGIS Aeronautical Survey

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Village of Ruidoso

Name of Sponsor's Authorized Official: Mr. Lynn Crawford

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



**FAA
Airports**

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 2/28/2020

View the most current versions of these ACs and any associated changes at:
http://www.faa.gov/airports/resources/advisory_circulars and
http://www.faa.gov/regulations_policies/advisory_circulars/

NUMBER	TITLE
70/7460-1L Changes 1 - 2	Obstruction Marking and Lighting
150/5000-9A	Announcement of Availability Report No. DOT/FAA/PP/92-5, Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations
150/5000-17	Critical Aircraft and Regular Use Determination
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1 - 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13C	Development of State Aviation Standards for Airport Pavement Construction
150/5200-28F	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1 - 2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment

NUMBER	TITLE
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVs)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E, Change 1	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26, Changes 1 - 2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-13A, Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16B	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design

NUMBER	TITLE
150/5320-6F	Airport Pavement Design and Evaluation
150/5320-12C, Changes 1 - 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1M	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18G	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28H	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42J	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43J	Specification for Obstruction Lighting Equipment

NUMBER	TITLE
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13A	Airport Terminal Planning
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10H	Standard Specifications for Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design
150/5395-1B	Seaplane Bases

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 3/22/2019

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17, Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering and Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

AGENDA MEMORANDUM

Village of Ruidoso

Regular Items - 4.

To: Mayor Crawford and Councilors

Presenter(s): Lee Baker, Airport Manager

Meeting Date: August 12, 2025

Re: Discussion and Possible Action on Task Order D with Lochner for a Sierra Blanca Regional Airport Master Plan Update in the Amount of \$627,968.56 including NMGRT, Contingent upon Funding From the Federal Aviation Administration (FAA)

Item Summary:

Discussion and Possible Action on Task Order D with Lochner for a Sierra Blanca Regional Airport Master Plan Update in the Amount of \$627,968.56 including NMGRT, Contingent upon Funding From the Federal Aviation Administration (FAA)

Financial Impact:

The cost of the project will be funded by a grant of \$627,968.56 with the Federal Aviation Administration. The Federal portion will be 95% of the project (\$596,570.13), the NM Dept. of Transportation Aviation Divisions portion will be 4% (\$25,118.74), and the Village of Ruidoso's portion will be 1% (\$6,279.69). The Village match will be paid out of the Airport's cash reserve.

Item Discussion:

Task Order D with Lochner for a Sierra Blanca Regional Airport Master Plan Update in the Amount of \$627,968.56 including NMGRT, Contingent upon Funding from the FAA

Recommendations:

To Approve Task Order D with Lochner for a Sierra Blanca Regional Airport Master Plan Update in the Amount of \$627,968.56 including NMGRT, Contingent Upon Funding from the FAA

ATTACHMENTS:

Description

Task Order D

**TASK ORDER D
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED July 8th, 2025**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on December 11, 2024, between **VILLAGE OF RUIDOSO (Sponsor)** and **LOCHNER, (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Sierra Blanca Regional Airport; Ruidoso, New Mexico

3. **WORK PROGRAM** – Attached

4. **FEES** - The fees will be as noted below. (All lump sums)

Airport Master Plan Update –	\$580,444.65
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Plus NMGR 8.1875%	\$47,523.91
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TOTAL	\$627,968.56
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SPONSOR:
VILLAGE OF RUIDOSO

ENGINEER:
LOCHNER

Lynn D. Crawford, Mayor

Erik Vliek, Business / Operations Manager

**SIERRA BLANCA REGIONAL AIRPORT
RUIDOSO, NEW MEXICO
AIRPORT MASTER PLAN STUDY
SCOPE OF WORK**

OBJECTIVE

The following Scope of Work describes the effort required to successfully complete the Airport Master Plan (AMP). The Airport Master Plan will focus on existing and future airport design standards along with meeting existing and future airside and landside development needs over a twenty-year planning period.

Sierra Blanca Regional has experienced growth and development since the last planning study was completed. The community has also experienced overall economic change since the last planning study; therefore, the existing plan is outdated. The airport sponsor, along with the FAA, have determined that it is an appropriate time to re-evaluate the short-, medium-, and long-term development plans to meet existing and future aviation needs for the airport.

Sierra Blanca Regional Airport is a Part 139 certificated airport serving the Village of Ruidoso, Lincoln County, and the greater southern New Mexico region. The airport is also utilized extensively by a wide range of general aviation aircraft from single-engine pistons such as the Cessna 182 to medium and large corporate jets. Given its strategic location, the airport serves as a vital access point for air ambulance operations, aerial firefighting aircraft, and recreational and business travel.

The airport has two runways; Runway 6-24 is a paved runway, which is 8,120 feet long by 100 feet wide with pilot-controlled lighting along with crosswind Runway 12-30 which is paved, 6,309 feet long by 75 feet wide with pilot-controlled lighting. Additional airside facilities includes two full-length parallel taxiways, based and transient aircraft parking aprons, airfield lighting, signage and NAVAIDs. The airport has 2 published instrument approach procedures which include ILS/LOC and RNAV GPS approaches to Runway 24. Landside facilities include hangars, GA terminal facility and other airport support facilities.

Lochner (Consultant) will retain responsibility for the technical aspects of the planning study and will assure the coordination with and exchange of information between the consultant team, airport management, sponsor staff, and interested parties including other government bodies, the New Mexico Department of Transportation Aviation Division (NMDOT) and the FAA in order that the overall project is completed in a timely and quality manner.

The overall goal of the Master Plan is to provide the framework to meet existing and future aviation demand that will allow the airport to operate in a safe and cost-effective manner, while considering potential environmental and socioeconomic impacts. The Master Plan study will analyze aviation needs for 3 planning ranges – short-term (1–5-year planning range), mid-term (6–11-year planning range) and long-term (12–20-year planning range). The FAA uses these planning ranges for Airport Improvement Program (AIP) funding purposes, so the master plan needs to do the same in order to support and justify AIP funding.

Specific goals and objectives of the project include, but are not limited to:

- Document the issues that the proposed development will address.
- Examine current changes in and prepare for, emerging technologies such as advanced air mobility (AAM) electric aircraft and alternative fuels.
- Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.
- Provide an effective graphic presentation of the development of the airport and anticipated land uses in the vicinity of the airport.
- Establish a realistic schedule for the implementation of the development proposed in the plan.
- Propose an achievable Capital Improvement Plan to support the implementation schedule.
- Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before the project is approved.
- Present a plan that adequately addresses local, state and Federal regulations.
- Document policies and future aeronautical demand to support local deliberations on spending, debt, land use controls and other policies necessary to preserve the integrity of the airport and its surroundings.
- Set the stage and establish the framework for a continuing planning process that will monitor key conditions and permit changes in plan recommendations as required.

The Airport Master Plan document and accompanying Airport Layout Plan will be prepared in accordance with current Federal regulations, policy, Advisory Circulars (ACs) and guidance, including the FAA Airports Standard Operating Procedure (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00); FAA AC 150/5070-6B, *Airport Master Plans*; AC 150/5300-13B, *Airport Design – Change 1*; AC 150/5060-5, *Airport CapaVillage and Delay*; and AC 150/5325-4B, *Runway Length Requirements for Airport Design*; 14 CFR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; FAA Order 5100.38D, *AIP Handbook*; FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*.

A summary of the Airport Master Plan Elements is listed below, each of which is further described in the remainder of this document.

Airport Master Plan Elements

Element 1	Project Management
Element 2	Public Involvement
Element 3	Inventory Existing Conditions
Element 4	Inventory Environmental Conditions
Element 5	Airport Waste Recycling
Element 6	Aviation Forecasts
Element 7	Facility Requirements
Element 8	Development Alternatives
Element 9	Airport Layout Plans
Element 10	Implementation and Financial Plan
Element 11	Documentation

ELEMENT 1

PROJECT MANAGEMENT

Task 1.0 Project Management and Quality Control

Description: To provide appropriate direction and project management for the development of the Sierra Blanca Regional Airport Master Plan as each assignment is undertaken and completed, Lochner will maintain close liaison with Airport Management, and sponsor staff, interested parties, the FAA and NMDOT to ensure the plan truly reflects the appropriate airport role and development needs.

To ensure consistency throughout the project in terms of written and graphic communication, Lochner will be responsible, through regular in-house meetings and communications, for quality control, final word processing, proof-reading, editing, final artwork and other graphics, presentation graphics, and production of all documents, including working papers, technical memorandums, draft reports, final reports, and others as appropriate.

Ongoing coordination discussions will be held among consultant team members for purposes of project quality control, coordination and strategy. In addition to Public Information Meetings and regular meetings and discussions will be held between the Consultant and Airport Management supported by telephone discussions and written progress reports. The purpose of the meetings will be to report on progress made on the study since the prior meeting, receive input from the participants, report on important phases or sub-phases that have been completed, identify problems encountered for the purpose of resolution, evaluate and select alternatives presented, and generally afford an opportunity to review the work and findings at various stages of completion.

The Consultant will develop a schedule for conducting the Airport Master Plan, updating it as appropriate with the approval of Airport Management. Invoices will be submitted to the sponsor at key project milestones based on the percentage of tasks completed. Progress reports will accompany each billing.

Responsibilities:

- Consultant: Develop a program for project execution from all members of the Lochner team including schedule, budget, meeting summaries, billings, and progress reports.
- Sponsor: Review and monitor all project management deliverables provided by Lochner.

Output: A program for assuring the project is developed collaboratively by Lochner and the Village of Ruidoso.

Task 1.1 Establish Airport Technical Advisory Committee

Description: A Technical Advisory Committee (TAC), to consist of approximately five to ten (5-10) members, will be established, the composition of which will be evaluated and determined, as will the structure of the meetings, along with their location and coordination with other activities in the area. Members to serve on the TAC will be determined by Airport Management and sponsor staff. Typical membership consists of interested stakeholders and may include members with technical expertise and community interests such as representative(s) from: airport staff, airport advisory board, sponsor staff, (such as public works, planning, zoning, or engineering department representatives) airport users, economic development agencies (i.e. chamber of commerce, local businesses, tourism board), local citizens, NMDOT, FAA regional, state and federal agencies.

The TAC will be organized as a resource entity throughout the course of the study. Additionally, the role of the TAC will involve working with the consultant team during the course of the study, providing input on the various elements and recommendations in the study through meeting and review of draft working papers, reports, and drawings.

Responsibilities:

- Consultant: Provide guidance to the sponsor for TAC member identification and invitation letters for the sponsor to send to invitees.
- Sponsor: Establish a list of potential TAC members and provide them with invitations.

Output: An established Airport Master Plan TAC to provide input and review throughout the planning process.

ELEMENT 2 PUBLIC INVOLVEMENT

A key component of an Airport Master Plan is a cooperative Public Involvement Program that provides opportunities for the public and various interested groups to participate in the planning process. The Public Involvement Program will encourage information-sharing and collaboration among the airport sponsors, users and tenants, resource agencies, elected and appointed public officials, residents, travelers, and the public. Collectively, these various groups form the stakeholders who have an interest in the outcome of the study. The Program will provide an early opportunity for comment before major decisions are made; provide adequate notice of opportunities for their involvement and regular forums throughout the study. The activities planned for the Public Involvement Program address the need for continuing two-way communication from the onset of and throughout the planning process. Experience has shown that participation by members of the public and by interested stakeholders can improve chances for community support for the plan and can reduce the possibility of delays and disruptive opposition.

It is essential to have a Public Involvement Plan in place that serves the needs of the airport, the community, and the public participants in a neutral manner. It should ensure a balanced and open process for all, provide a neutral party to plan and facilitate the public and committee meetings, use a variety of techniques and approaches to encourage community participation,

and support a cooperative planning process.

Purpose:

The purpose of the Public Involvement Program is to facilitate open and proactive communication with the public, and community knowledge and support for the resulting plan so that participating members of the public will have a vested interest in the resulting plan. While unanimous agreement on all aspects of the master plan is not expected, recognition that the involvement process has been a fair and equitable one, and that all voices have been heard and considered is anticipated. This program will provide access to information about the project, will provide opportunities for the public to give input on needs, problems, and solutions, and will provide a mechanism whereby planners can evaluate and seriously consider and respond to public input received.

General Principles:

The Public Involvement Program will conform to the following general principles:

- Public participation will begin in the earliest stages of the planning process and will continue throughout the process.
- The public will have access to project information.
- Timely and adequate public notice will be provided for meetings.
- All public participation activities and input will be fully documented and distributed to members of the planning team and available to the public.
- The public involvement process will feature two-way communication, with a free exchange of information, ideas, and values between the planners and members of the public.
- The study team will consider all reasonable suggestions by the community.
- Written responses to citizen comments and questions will be prompt and informative.

Participants and Audiences:

Participants and audiences for the airport master planning processes are diverse. Those most directly impacted have the highest degree in interest and involvement in the plan, while those less impacted are often those least involved. However, all affected groups must be considered during the airport planning process. Thus, the Public Involvement Plan will seek widely representative groups of participants.

There are several categories of participants and audiences for this process.

- **Surrounding Areas:** Representatives of the surrounding area – residential, commercial, and industrial – may have a high level of interest in the plan, are excellent sources of information about airport impacts, and will need detailed information about the planning process, its schedule and opportunities for public input.
- **Airport Tenants, Other Transportation and Business Users of the Airport:** These groups have a direct interest in the successful operation of the airport. They will

have a high level of interest in the planning process and will seek to represent their concerns throughout the process.

- **Government Entities:** Various jurisdictions and agencies have an interest in the planning process. Village and State officials, regional planning organizations, Federal Aviation Administration and other agencies will be able to provide technical, regulatory and legal input.
- **General Public.**

Printed and Presentation Materials: Both those attending committee and public meetings and those who do not attend such meetings will benefit from informational materials made available to them. The Public Involvement Plan includes materials to be provided to specific target audiences and participants. These materials include graphic exhibits prepared for TAC and Public Meetings. Committee members will also receive copies of working papers prepared during the planning process.

Website: Information, materials and documentation relating to the Airport Master Plan will be provided to the Sponsor to be placed on the Sponsor's website. The Consultant will furnish the inclusions for the web site and will work with the Sponsor's representative to keep the information up to date. Posting of the Airport Master Plan materials and working papers will not require the public to provide personnel information or to register to see these documents.

Responsibilities:

- **Consultant:** Coordinate any public involvement programs.
- **Sponsor:** Coordinate the release of appropriate public notices and provide guidance on preferred public involvement methods.

Output: An established public involvement process throughout the planning process. It is anticipated that a total of three TAC meetings and one public information meeting will be held. The first combined TAC and Public Information Meeting is described below. Subsequent meetings are included as tasks in the element of the project relevant to each meeting.

Task 2.0 TAC Meeting No. 1

Description: A kickoff meeting with the consultant team, airport management, sponsor staff and appropriate officials, TAC Members and other official and interested parties, all of which in effect compose the planning team for the development of the Airport Master Plan, will be held at the very beginning of the project. The purpose of such a meeting will be to develop team relationships, establish early direction for the study effort, and ensure a thorough understanding of the master planning process, its benefits, and use of the Airport Master Plan in the decision-making process.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.
- Sponsor: Provide suitable meeting location.

Output: An introductory meeting to establish team relationships and initial direction for the airport master planning effort.

ELEMENT 3

INVENTORY EXISTING CONDITIONS

The purpose of this Element is to prepare, assemble and organize basic information, data and mapping to be used throughout all phases of this study. This Element will maximize the use of existing information. Only when existing information is not available, or is incomplete, will new data be assembled. Comprehensive plans, studies, regulations, ordinances, and policies of the Sponsor involved communities, and state agencies will be used to assure that recommendations of the study will be consistent with the current and long-range objectives, goals, and needs of the various governmental levels and jurisdictions. The collection of information and documents will serve as a database for source material to be used throughout the project.

Task 3.0 Obtain Background Data

Description: Obtain copies of existing reports, plans, photographs, or other documents that may provide data on the history of the airport, economic impact, area transportation systems, utilities, jurisdictional boundaries or other data and information pertinent to the study. Assemble, catalogue and review all data for use in later tasks of the study and to support inquiries and interviews in the local area. Lochner will coordinate with the Village General Plan Updates to ensure consistency and compatibility between the Airport Master and the General Plans.

The background Section of the report will provide a brief overview of the history of the airport, its aeronautical role in the national aviation system and its role in the community's infrastructure. The airport's economic impact and contribution to the community will be described. A history of federal and state grant funding will be provided along with a description of the assurances and obligations associated with those grants.

Responsibilities:

- Consultant: Collect and analyze necessary background data for airport inventory.
- Sponsor: Assist the Consultant team in providing any additional necessary background data for airport inventory, if necessary.

Output: Organized reference file and background discussion to support master plan analyses.

Task 3.1 Obtain Land Use and Zoning Data

Description: Obtain copies of existing local planning and land use regulations contained in existing documentation and mapping within the airport influence area and 14 CFR Part 77 airspace surfaces. This effort will concentrate on identifying the boundaries of controlling jurisdictions and the land use by type. These types will be general and will include, but not be limited to residential, commercial, agricultural, recreation, conservation and public uses. In addition, available information will be obtained that will identify the typical characteristics which may influence construction and planning for an airport. These characteristics include soil classifications, topographic conditions, flood hazard areas, public utilities, drainage and flood control works, major power and pipeline rights-of-way, and key ground transportation routes. Existing, or currently proposed, airport zoning will be evaluated to determine compliance with existing FAA grant assurances and level of protection afforded to the airport.

Responsibilities:

- Consultant: Collect and analyze land use and zoning data.
- Sponsor: Assist the Consultant team in providing land use and zoning data, if necessary.

Output: Assemble land use data to describe the airport's regional setting.

Task 3.2 Inventory Site Visit of Airport Physical Facilities

Description: The physical facilities inventories of the Airport will include an examination of plans and documents, as well as an on-site inspection of each physical facility to determine its type, size, condition, adequacy and use. Non-standard conditions and modifications to standards with respect to FAA airport design standards based on current Runway Design Code (RDC) will be documented.

This information will be used in later Tasks to evaluate the effectiveness of those facilities in meeting aviation demand at the airport.

- Airfield/Airspace: Runway, taxiway and holding apron configurations to include pavement design/construction/maintenance history and condition, lighting, visual aids and navigational aids. Military airspace and other restricted or protected areas, including national parks and wilderness areas. Obstruction data will be identified from the aeronautical survey. Airport perimeter fencing and access control gates will be inventoried.
- Runway Safety Areas: The Runway Safety Areas will be evaluated in the inventory to determine physical dimension and condition of the RSA. The RSA will be inventoried for non-frangible items, terrain and drainage features impeding on the RSA. The RSA will be physically inspected to verify boundaries.
- General Aviation Facilities: The quantity and type of hangars, transient aircraft parking aprons, tie-down positions, fixed base operators and general aviation services will be inventoried. Structural use, hangar utilization, and airport tenant lease uses will be identified.

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- Airport Property: Existing airport property will be identified as well as on-airport land uses.
 - Support Facilities: Fuel storage, snow removal equipment and storage facilities, equipment and facilities, and other airport administration and maintenance facilities will be inventoried to determine existing capacities and adequacy of fuel storage tanks based on existing and forecast demand.
 - Emergency Services: Identify emergency services available within the community and approximate response times.

Responsibilities:

- Consultant: Conduct site visit to inventory airport's physical facilities.
- Sponsor: Ensure access is granted to the Consultant team to inventory airport's physical facilities.

Output: Site visit and tabulated airport facilities inventories for the Airport and use in subsequent elements.

Task 3.3 Infrastructure (Roadways, Parking and Utilities)

Description: Making maximum use of existing information and current studies, perform inventory of airport access system with special emphasis on access and use of the road system. Existing conditions will be documented to help determine the adequacy of the present road system and parking facilities. Support facilities and utility systems will be inventoried.

- Access, Circulation and Parking: Construction, condition and lighting of ground access systems will be inventoried and evaluated on the adequacy for existing and future use of the airport. Multi-modal transportation facilities will be identified and signage (i.e. way finding) for the airport will be evaluated.
- Utilities and Support: Utilities supporting the Airport will be reviewed and documented. The inventory will be limited to information, maps and data provided to Lochner by the Sponsor.

Responsibilities:

- Consultant: Collect and analyze infrastructure data.
- Sponsor: Assist Consultant team in providing infrastructure data, if necessary.

Output: Infrastructure background data for subsequent elements.

Task 3.4 Obtain Socioeconomic Data

Description: Obtain area-wide socioeconomic data, update and verify the projections and content

where necessary. This effort will include population data, income and employment. Review existing data available on factors that may reveal potential for induced or secondary socioeconomic impacts such as shifts in human settlement patterns, changes in population growth, public service demands and any changes to business or economic activity. This information will be utilized in the preparation of aviation activity forecasts and consideration of potential environmental impacts.

Responsibilities:

- Consultant: Collect and analyze socioeconomic data.
- Sponsor: Assist the Consultant team in providing socioeconomic data, if necessary.

Output: Socioeconomic background data for subsequent elements.

Task 3.5 Assemble Weather Data

Description: Local temperature and precipitation data will be obtained. Wind data from the NOAA National Climatic Data Center records from the on-airport AWOS will be compiled to generate an updated wind rose and runway crosswind coverage for the Airport. Additional wind data collection at the airport is not included in the scope of work. The FAA requires 10 years of weather data unless otherwise approved. There is currently ten years of wind data available for the Airport.

Responsibilities:

- Consultant: Collect and analyze weather data.
- Sponsor: Assist the Consultant team, if necessary.

Output: Weather data to be used in subsequent elements.

Task 3.6 Financial Data

Description: Specific financial data and information necessary to provide adequate financial evaluation of any proposed development will be identified. An evaluation of airport funds will be accomplished to develop future recommendations consistent with sound fiscal management of the airport and the funding resources required. This information will pertain primarily to the following, as it is available:

- a. Current and projected airport operating budgets
- b. Capital improvement plans and programs

Responsibilities:

- Consultant: Summarize financial data provided by Sponsor.
- Sponsor: Assist Consultant team by providing financial data.

Output: Financial background data for subsequent elements.

Task 3.7 Obtain Historic and Existing Operational and Based Aircraft Data

Description: Available historic and existing air traffic data for the airport will be collected and reviewed including:

- a. Historic aviation activity, including fuel sales
- b. Based aircraft
- c. Traffic counts
- d. Operations by aircraft type and volume
- e. Fleet mix
- f. Critical aircraft and Runway Design Codes (RDC) will be identified.

FAA requires the use of validated based aircraft counts from its National Based Aircraft Database. Currently, this database shows 20 validated based aircraft. The Consultant will work with the sponsor to update the database and resolve any discrepancies.

Responsibilities:

- Consultant: Collect and analyze historic and existing operational and based aircraft data. Support sponsor on the update and validation of based aircraft in the FAA's National Based Aircraft Database.
- Sponsor: Assist the Consultant team in providing historic and existing operational and based aircraft data, if necessary.

Output: Input for later tasks which include forecasting, demand/capaVillage and facility requirements.

Task 3.8 Aeronautical Survey

Description: An aeronautical survey for Sierra Blanca Regional Airport will be conducted in coordination with the FAA. The obstruction survey, aerial photogrammetry and mapping will be completed in accordance with FAA Advisory Circulars 150/5300-16, 17 and 18, including the requirements from Table 2-1, Survey Requirements Matrix will be uploaded to the FAA ADIP database for both Runway 6/24 and Runway 12/30 which should include:

- Control Surveying
- Stereo Color Aerial Photography
- Orthophoto Mapping Digital Elevation Model
- Vertically Guided Approach Obstruction Surveys
- Photogrammetric Mapping
- A-GIS Work Plans and Data Uploads

New Aerial Photogrammetry will be collected as part of this task. The data will be used for base

mapping, inventory, alternatives analysis, and in the preparation of the ALP drawing set.

Responsibilities:

- Consultant: Coordinate aeronautical survey.
- Sponsor: Assist Consultant team in aeronautical survey data collection and property access, if necessary.

Output: Obtain the obstruction Survey from FAA ADIP database and collect updated Aerial Photogrammetry.

Task 3.9 Document Obstructions and Non-Standard Conditions

Description: Data from the aeronautical survey will be used to document the airport and surrounding environs resulting in a listing of obstructions to 14 CFR Part 77 airspace and conditions which are non-standard with respect to design standards contained in FAA AC 150/5300-13B, *Airport Design – Change 1*.

Responsibilities:

- Consultant: Collect and analyze obstruction and non-standard condition data.
- Sponsor: Assist the Consultant team in providing data, if necessary.

Output: Input for later tasks.

ELEMENT 4
INVENTORY ENVIRONMENTAL CONDITIONS

Task 4.0 Inventory Environmental Conditions

Description: Through the use of existing reports, maps, studies, environmental documents, the internet, and walking survey document and correspondence with the US Fish and Wildlife Service, US Army Corps of Engineers and the State Historic Preservation Office the airport's environmental setting and key environmental resources that may be affected by airport development will be described. Environmental conditions will be addressed throughout the master plan study (no standalone environmental chapter will be developed). In addition to socioeconomic and land use data from previous Tasks the following information, to the extent available, will be collected:

- State inventories of endangered and threatened species in the vicinity;
- State inventories of historic and archaeological sites;
- Topographical maps and earth/soil information;
- State data concerning air quality in the Airport vicinity;
- Airport policies and procedures, including a wildlife management plan and any operating permits;
- State and local transportation inventories and transportation plans;

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- Previous on-site environmental studies;
 - Environmental Health Department information; and,
 - Stormwater Pollution Prevention (SWPPP) and Spill Prevention Control & Countermeasures (SPCC) Plans;
 - Identify existing surrounding Section 4(f) properties.

Responsibilities:

- Consultant: Collect and analyze environmental data.
- Sponsor: Assist Consultant team in providing data, if necessary.

Output: Inventory and field surveys of the airport's existing environmental setting.

ELEMENT 5

AIRPORT WASTE RECYCLING

Task 5.0 Airport Waste Recycling

Description: A review of solid waste recycling at the airport is required by the FAA Modernization and Reform Act of 2012 (FMRA) and FAA Guidance Memorandum, Guidance on Airport Recycling, Reuse and Waste Reduction Plans dated September 30, 2014. The airport master plan will address issues relating to solid waste recycling at the airport. This includes:

- a. The feasibility of solid waste recycling at the airport;
- b. Minimizing the generation of solid waste at the airport;
- c. Operation and maintenance requirements;
- d. Review of waste management contracts; and
- e. The potential for cost saving or generation of revenue.

Responsibilities:

- Consultant: Collect and analyze airport waste recycling information. Identify potential cost savings or revenue generation.
- Sponsor: Assist the Consultant team in providing existing airport waste recycling information, if necessary.

Output: Inventory and review of solid waste recycling options at the Airport.

ELEMENT 6

AVIATION FORECASTS

As part of this scope, the forecast will be limited to FAA "Forecast Review Approval Instructions" dated August 12, 2024. Current activity levels at the Airport are less than 90,000 operations

annually and are not expected to exceed 90,000 operations in the foreseeable future. Therefore, preparation of a detailed forecast is not warranted.

Task 6.0 Identify Existing Critical Aircraft

Description: A summary of the existing critical aircraft to be utilized throughout the planning period and baseline of operational activity at the Airport. The summary will be limited to identifying the critical aircraft for the planning period and existing based aircraft and annual operations for the baseline planning year (2024).

Responsibilities:

- Consultant: Identify and summarize critical aircraft and existing operational activity for the airport.
- Sponsor: Assist Consultant team in providing existing airport operational data.

Output: Information to be used in forecast development.

ELEMENT 7 FACILITY REQUIREMENTS

The objective of this element is to determine existing and future facility requirements. This element will include consideration of runways, taxiways, instrumentation, lighting and marking, approach and protection zones, and those areas of development required for landside and airport support facilities. Utilizing the data developed from the previous elements, perform an analysis to verify the general airport requirements necessary to meet projected demand.

Task 7.0 Demand/CapaVillage Analysis

Description: This analysis will involve a comparison of the forecasts prepared in Element 6 to both airside and landside capaVillage. Airside capaVillage will include an analysis of existing and future airfield layouts, area meteorology, instrumentation, and aircraft operational demand on Annual Service Volume (ASV) and peak hour demand. Methodologies outlined in FAA Advisory Circular 150/5060-5 *Airport CapaVillage and Delay* will be used.

Responsibilities:

- Consultant: Develop demand/capaVillage analysis and formulate recommendations.
- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: An analysis of existing and forecasted aircraft operations to both landside and airside capaVillage.

Task 7.1 Airside Requirements

Description: Based on the forecasts prepared in Element 6, the demand/capaVillage analysis, and other applicable data, an analysis of airside facility needs will be made.

7.1.1 Runways

Including length, width, dimensional criteria, safety critical areas and approach and transitional surfaces, orientation, crosswind or secondary runway needs, pavement type, condition and strength; based on ARC/RDC and critical aircraft.

7.1.2 Taxiways

The taxiway system will be analyzed for geometry, pavement type, condition, strength, capaVillage, and safety enhancements, including FAA recommendations for locations of intersections.

7.1.3 Aircraft Parking Aprons

The sizing needs for general aviation aprons will be determined based on forecasted activity levels and fleet mix.

7.1.4 Navigation Aids

Evaluate existing electronic and visual aids to navigation including VOR, REILs, PAPIs, AWOS etc. and determine if any new or replacement equipment is needed.

7.1.5 Airspace Requirements

14 CFR Part 77 surfaces requirements will be determined. This will include required setbacks for future airport related development based on future recommended instrument approach procedures.

7.1.6 Non-Standard Conditions and Modifications to Design Standards

Needs for correcting existing non-standard conditions or modifications to design standards will be identified.

7.1.7 Emerging Technologies

Review of emerging industries such as AAM, electric aircraft and alternative fuels will be conducted. Identification of industry trends and future needs of the airport will be documented to ensure incorporation into the planning process.

Responsibilities:

- Consultant: Evaluate airside facility requirements and formulate recommendations.
- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: Detailed description of the airside facilities required to meet aviation demand throughout the twenty-year planning period.

Task 7.2 Landside Requirements

Description: Landside facility requirements will be based on the demand/capacity analysis and the evaluation of existing conditions to provide an appropriate airside/landside balance compatible with identified airfield requirements.

7.2.1 Aircraft Storage Requirements

The type and quantity of hangars, sunshades or other facilities required to accommodate existing and future demand will be identified.

7.2.2 Snow Removal Equipment (SRE) and Storage Building

Current and future SRE vehicle, storage building and facility needs will be determined in accordance with the guidance provided in accordance with FAA AC 150/5220-20 *Airport Snow and Ice Control Equipment*, AC 150/5220-18 *Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials*.

7.2.3 Fuel Storage and Dispensing

Discussions with airport management and fuel suppliers, and review of fuel sales data, will be conducted to determine if fuel storage is adequate. Evaluate the existing fuel system and determine if additional fuel facilities, including bulk storage, self-serve, or mobile refuelers are need during the planning period.

7.2.4 Utilities

The requirements for water, sewer, gas, telephone, and WiFi will be evaluated to determine needs for expansion and extension into future landside development areas.

7.2.5 Vehicle Parking

Future tenant, employee, passenger and visitor parking requirements will be identified.

7.2.6 Access and Airport Circulation

Future vehicle circulation, access road needs, and courtesy car/taxi/transportation network company availability will be evaluated for general aviation, commercial businesses and tenants.

7.2.7 Airport Administration/Pilot Lounge

Future airport administration offices, storage and pilot lounge needs will be identified.

7.2.8 Airport Security/Public Safety and Emergency Response

Future airport fencing and security will be evaluated to ensure adequate airport security and to keep the general public out of aircraft operation areas. The existing emergency response will be identified and recommendations for the future will be provided.

Responsibilities:

- Consultant: Evaluate landside facility requirements and formulate recommendations.

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- Sponsor: Review and comment on Consultant recommendations, if necessary.

Output: Detailed description of landside facilities required to meet aviation demands at the airport through the twenty-year planning period.

ELEMENT 8

DEVELOPMENT ALTERNATIVES

Alternative development concepts will be derived for meeting FAA safety and design standards and for meeting the facility requirements for both airside and landside facilities. Reasonable and feasible alternatives to implement will be considered for further evaluation. Alternatives considered, but later rejected will be discussed.

Task 8.0 Airside Development Alternatives

Description: The airside facility requirements developed in the previous Tasks will be translated into a series of alternative plans for comparative evaluation in relation to established planning criteria. The alternatives will address available options including space for emerging trends (AAM vertiports electric charging, sustainable fuels) demand-based needs planning, development of new facilities, expansion of existing facilities, or abandonment of excess or deteriorated facilities. The alternatives with the greatest potential for meeting airside demands will be evaluated to establish costs, environmental impacts, and operational considerations.

An evaluation of the impacts associated with the alternative airside development options will be addressed. This will include consideration of:

- Operational Performance: Including capaVillage, capability and efficiency.
- Best Planning Tenets and Other Factors: Including safety & security, conformance with design standards, flexibility, alignment with sponsor's strategic vision and social and political feasibility.
- Environmental Factors: Utilizing the information gathered in Element 4, consider potential environmental impacts, including land acquisition, associated with each alternative.
- Fiscal Factors: Including estimated development costs determined by applying estimated unit prices to estimated construction unit quantities taken from existing base mapping.

Responsibilities:

- Consultant: Provide analysis of up to three development alternatives and a "no action" alternative for meeting airside facility requirements.
- Sponsor: Review and comment on Consultant analysis, if necessary.

Output: Evaluation of "no action" alternative and up to three development alternatives for meeting airside facility requirements for the twenty-year planning period.

Task 8.1 Landside/Terminal Area Development Alternatives

Description: The landside/terminal airside facility requirements developed in the previous Tasks will be translated into a series of alternative plans for comparative evaluation in relation to established planning criteria. The alternatives will address available options including the development of new facilities, expansion of existing facilities, or abandonment of excess or deteriorated facilities including general aviation, air cargo and other related facilities. Evaluation of general aviation and passenger terminal facilities will be limited to general condition facility condition and facility sizing requirements. The existing airport land uses will be evaluated to determine recommended configuration for the future which may include the relocation of existing facilities. The alternatives with the greatest potential for meeting airside demands will be evaluated to establish costs, environmental impacts, and operational considerations.

An evaluation of the impacts associated with the alternative airside development options will be addressed. This will include consideration of:

- Operational Performance: Including capaVillage, capability and efficiency.
- Best Planning Tenets and Other Factors: Including safety & security, conformance with design standards, flexibility, alignment with sponsor's strategic vision and social and political feasibility.
- Environmental Factors: Including potential significant environmental impacts and land acquisition, if any.
- Fiscal Factors: Including estimated development costs determined by applying estimated unit prices to estimated construction unit quantities taken from existing base mapping.

Responsibilities:

- Consultant: Provide analysis of up to three development alternatives and a "no action" alternative for meeting landside facility requirements.
- Sponsor: Review and comment on Consultant analysis, if necessary.

Output: Evaluation of "no action" alternative and up to three development alternatives for meeting the landside/terminal area requirements identified in previous Tasks.

Task 8.2 Conduct TAC Meeting No. 2

Description: A TAC meeting will be held to present and discuss the development alternatives and to receive input for the preferred development alternative(s) and recommended development plan.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.

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- Sponsor: Provide suitable meeting location.

Output: TAC Meeting. Input for preferred alternative.

Task 8.3 Public Information Meeting/Open House

Description: A public information meeting will be held to present and discuss the development alternatives, provide information on the first phase of this study, and to receive public input for the preferred alternative(s) and recommended development plan. The meeting would be held as an open house style format.

Responsibilities:

- Consultant: Provide assistance for public notification. Present aforementioned topic to Public.
- Sponsor: Provide suitable meeting location. Notify Public of meeting date, time and location.

Output: Documented Public Information Meeting. Input for preferred alternative.

Task 8.4 Selection of Preferred Alternative(s)

Description: The results of the previous Tasks along with working group, FAA and State input will be provided to the Sponsor for the selection of the preferred alternative and development plan. The selected alternative will be carried forward and form the basis of the Airport Layout, Financial and Implementation Plans including the Airport Capital Improvement Plan (CIP).

Responsibilities:

- Consultant: Discuss and record selection of preferred alternative.
- Sponsor: Arrive at consensus for preferred alternative.

Output: Selection of the preferred alternative to be used in the remaining Master Plan Tasks.

ELEMENT 9 AIRPORT LAYOUT PLANS

This study element will produce a current Airport Layout Plan (ALP) Drawing set that depicts existing and the recommended airport development, in accordance with FAA standards, including AC 150/5070.6, *Airport Master Plans*; FAA Airports Standard Operating Procedures (SOP), Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) (ARP SOP 2.00); FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (ARP SOP 3.00); and AC 150/5300-13B, *Airport Design – Change 1*. Sources of information for these drawings will include previous ALP and master planning documentation, new

planimetrics and topographic data collected, surveyed, and developed as part of the AGIS component of the recent runway construction project will be used for Part 77 analysis and development of the ALP, in accordance with required tasks for an Airport Layout Plan (ALP) contained in FAA Advisory Circular 150/5300-18B, Table 2-1, Survey Requirements Matrix, obstruction charts, USGS mapping, legal descriptions, existing property surveys, local and regional government mapping, FAA databases, and any other secondary sources readily available to the Sponsor/Consultant. Computer-aided drafting will be used to generate the new drawing set.

FAA approval of the ALP Drawing set is required.

Responsibilities:

- Consultant: Compile Airport Layout Plan drawing set and distribute to FAA for airspace review and approval.
- Sponsor: Review and comment on Airport Layout Plan drawing set, if necessary.

Output: Airport Layout Plan drawing set for FAA airspace review and approval. The drawing set shall include, at minimum:

- Cover Sheet
- Existing Airport Layout Plan
- Future Airport Layout Plan
- Data Sheet
- Terminal Area Plan
- Airport Airspace Drawing
- Inner Portion of the Approach Surface Drawing
- Runway Departure Surfaces Drawing
- On-Airport Land Use Drawing
- Off-Airport Land Use Drawing
- Exhibit A, Airport Property Map

Task 9.0 Cover Sheet

Description: An ALP drawing set Cover Sheet will be prepared which shall include the name and location of the airport and sponsor, location and vicinity maps, numbered list of drawing sheets contained within the set and the date of the set.

Responsibilities:

- Consultant: Compile ALP drawing set Cover Sheet.
- Sponsor: Review and comment on ALP drawing set Cover Sheet, if necessary.

Output: ALP drawing set Cover Sheet drawing.

Task 9.1 Existing Airport Layout Plan (ALP)

Description: In accordance with ARP SOP 2.00, the Airport Layout Plan will be prepared to reflect existing physical features and development, wind data, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. In addition, critical areas for all NAVAIDs will be shown, as well as a table describing non-standard conditions and modifications to standards and the disposition of each condition or modification.

Responsibilities:

- Consultant: Compile Existing ALP.
- Sponsor: Review and comment on ALP, if necessary.

Output: An Existing ALP drawing for the Airport that meets FAA requirements and guidelines. A separate data sheet containing required airport and runway data tables and wind roses will follow the ALP sheet. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction.

Task 9.2 Future Airport Layout Plan (ALP)

Description: In accordance with ARP SOP 2.00, the Airport Layout Plan will be prepared to reflect future physical features and development, wind data, location of airfield facilities (runway, taxiways, NAVAIDs) and terminal/building area development. In addition, critical areas for all NAVAIDs will be shown, as well as a table describing non-standard conditions and modifications to standards and the disposition of each condition or modification. The ALP will only show future conditions through the twenty-year planning range. Anything beyond the twenty-year planning range will have to be shown on a separate ultimate ALP that the FAA will not approve. The FAA's approval of the ALP is limited to the twenty-year planning range, unless otherwise authorized by FAA.

Responsibilities:

- Consultant: Compile Future ALP.
- Sponsor: Review and comment on ALP, if necessary.

Output: A Future ALP drawing for the Airport that meets FAA requirements and guidelines. A separate data sheet containing required airport and runway data tables and wind roses will follow the ALP sheet. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction.

Task 9.3 Terminal/Building Area Layout Plan

Description: Specific terminal/building area plans will be developed which reflect recommended development of future aviation needs, as identified in this study. Existing and future building heights will be provided in a table. Access and parking facilities for the airport will also be included in this drawing.

Responsibilities:

- Consultant: Compile Terminal/Building Airport Layout Plan.

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- Sponsor: Review and comment on Terminal/Building Area Layout Plan, if necessary.

Output: Terminal/Building Area Layout Plan reflecting development of building areas at the airport, surface access, security fencing and other airport facilities.

Task 9.4 Airport Airspace Drawing

Description: This drawing will depict obstacle identification surfaces for the ultimate airport development configuration. It will also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portions of the Approach Surface Drawing.

Per criteria outlined in ARP SOP 2.00, a topographic drawing will be prepared depicting a plan view of the ultimate airport 14 CFR Part 77 (Part 77) surfaces and a small-scale profile view of the Part 77 approach surfaces. Natural and manmade obstructions to the airspace surrounding the Airport will be identified. The data obtained in the aeronautical survey, will be used as a basis for developing the drawing. Airspace case studies for proposed structures in the vicinity of the airport will be reviewed for potential new objects and/or obstructions within Part 77 Airspace. This task will result in a depiction of the Part 77 Airspace surfaces and known obstructions from best available data and is not intended to produce a new or updated obstruction survey or Obstruction Chart.

Responsibilities:

- Consultant: Compile Airport airspace drawing.
- Sponsor: Review and comment on Airport airspace drawing, if necessary.

Output: Airport airspace drawing.

Task 9.5 Inner Portion of the Approach Surfaces and Runway Protection Zone Drawings

Description: Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surfaces penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77. A large-scale plan and profile drawing will be prepared of the existing and ultimate inner portion of the 14 CFR Part 77 approach surfaces for each runway end. The plan and profile views for each runway end will be shown on the same sheet. The data obtained in the aeronautical survey will be used as the basis for developing the drawing. The drawing will include aerial photography as the base drawing and will depict the Runway Protection Zones and location, elevation, penetration, and disposition of obstructions exceeding Part 77 criteria. Included with these drawings will also be a runway centerline profile for the entire runway length.

Responsibilities:

- Consultant: Compile Inner Portion of the Approach Surfaces and Runway Protection Zone drawings.

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- Sponsor: Review and comment on Inner Portion of the Approach Surfaces and Runway Protection Zone drawing, if necessary.

Output: Inner Portion of the Approach Surfaces and Runway Protection Zone drawing.

Task 9.6 Runway Departure Surfaces Drawing

Description: A large-scale plan and profile drawing will be prepared of the existing and planned instrument runways. The data obtained in the aeronautical survey will be used as the basis for developing this drawing. The drawing will include aerial photography as the base drawing and will depict the runway end location, 40:1 Runway Departure Surfaces and location, elevation, penetration, and disposition of obstructions exceeding departure surface criteria.

Responsibilities:

- Consultant: Compile Runway Departure Surfaces drawings.
- Sponsor: Review and comment on Runway Departure Surfaces, if necessary.

Output: Departure surface drawings for existing and proposed instrument runway ends.

Task 9.7 On-Airport Land Use Drawing

Description: A land use plan for the area within the existing and future airport property boundary will be prepared depicting recommended areas for aeronautical use, general aviation development, revenue generation, airport support services, and other uses appropriate to the airport.

Responsibilities:

- Consultant: Compile On-Airport Land Use drawing.
- Sponsor: Review and comment on On-Airport Land Use drawing, if necessary.

Output: On-Airport Land Use Drawing.

Task 9.8 Off-Airport Land Use Drawing

Description: The Consultant will prepare an existing off airport land use drawing depicting existing land uses and zoning provided by the sponsor. The off-airport land use drawing will show land uses and public facilities, such as schools, parks, and hospitals. The local zoning and land use controls will be noted on this drawing.

Responsibilities:

- Consultant: Compile Off-Airport Land Use drawing.
- Sponsor: Review and comment on Off-Airport Land Use drawing, if necessary.

Output: Off-Airport Land Use Drawing.

Task 9.9 Exhibit "A" Airport Property Map

Description: The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. In accordance with FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (SOP 3.00), the drawing will inventory all of the parcels that currently make up the airport or are proposed for acquisition by the airport and a data table that provides for each parcel:

- Parcel numbers
- Grantor
- Type of interest acquired
- Acreage
- Type of conveyance instrument
- Liber/book and page of recording
- FAA grant number including year if acquired under a grant
- Surplus Property Transfer, Government Land Transfer
- Type of easement
- Date and Type of release/land use change approval
- Date of property disposal
- Public land references
- Any know encumbrances on the property
- Purpose of acquisition
- Metes & Bounds

This drawing will be prepared in accordance with FAA SOP 3.00 requirements and guidelines, using existing documents, maps, and land use plans completed during the inventory to identify existing and future airport property. If necessary, a property boundary survey will be completed in accordance with "Metes and Bounds" per SOP 3.0.

Responsibilities:

- Consultant: Compile On-Airport Land Use drawing. Lochner will ensure the Exhibit A is current, as required by Federal grant assurances.
- Sponsor: Provide Consultant Team accurate and current airport property information. Review and comment on Exhibit "A" drawing, if necessary.

Output: Exhibit "A" Airport Property Map that meets FAA requirements and guidelines.

ELEMENT 10

IMPLEMENTATION AND FINANCIAL PLAN

Task 10.0 Prepare Cost Estimates

Description: Cost estimates of planned projects, based on current dollars, will be prepared for the first five-year period; a more generalized cost breakdown will be prepared for the ten-year period; and a facility breakdown with costs prepared for the twenty-year period. These facility requirements potentially include such items as the runways, taxiways, aprons, hangars, access roads, perimeter roads, safety areas, lighting and signing, fencing, buildings and hangars, auto parking, airport maintenance, fuel facilities, as appropriate. Facility costs will be prepared using unit prices extended by the size of the particular facility tempered with some specific considerations. Cost estimates are intended to be used for planning purposes only and are not to be construed as engineered construction cost estimates. The airport's budget will be reviewed for existing and future revenue sources.

Responsibilities:

- Consultant: Develop cost estimates for proposed recommended development.
- Sponsor: Review and comment on cost estimates, if necessary.

Output: Project cost estimates will provide sufficient detail to allow project time schedules to be established and programmed into the appropriate Capital Improvement Plan funding programs.

Task 10.1 Capital Improvement Program Coordination with FAA/State and Sponsor

Description: Prepare and coordinate the Capital Improvement Program (CIP) with the FAA and NMDOT for funding availability. A draft ACIP will be provided to the FAA and State to ensure proposed project timing and funding are realistic and can be accommodated in the state airport system plan.

Responsibilities:

- Consultant: Develop twenty-year CIP with cost estimated formulated in Task 10.0.
- Sponsor: Review and comment on twenty-year CIP, if necessary.

Output: A recommended CIP for the selected development plan concepts for the twenty-year planning period.

Task 10.2 Airport Development Plan Drawing

Description: The proposed capital development projects will be identified on a drawing and labeled as the Airport Development Plan, which will graphically display the planned projects by phase. The purpose of this drawing is for use with the CIP and not part of the ALP drawing set.

Responsibilities:

- Consultant: Compile Airport Development Plan drawing.
- Sponsor: Review and comment on Airport Development Plan drawing, if necessary.

Output: Airport Development Plan Drawing.

ELEMENT 11
DOCUMENTATION

Task 11.0 Working Papers

Description: A preliminary draft of each Master Plan chapter will be prepared as Working Papers throughout the study and will be distributed to the TAC, State and FAA for review, comment and discussion at subsequent TAC meetings. When appropriate, multiple chapters may be combined into a single Working Paper. Working Papers will be made available for public review prior to Public Information Meetings. Revisions to Working Papers will be made as appropriate and will be redistributed, if necessary, as updated Working Papers or compiled as a chapter in the Draft Master Plan report for review and comment.

Task 11.0.1 Working Paper #1: Airport Master Plan Overview, Inventory of Airport Assets, Forecast of Aviation Activity

Task 11.0.2 Working Paper #2: Facility Requirements

Task 11.0.3 Working Paper #3: Alternatives Analysis

Task 11.0.4 Working Paper #4: CIP/Financial Plans

Responsibilities:

- Consultant: Compile Working Papers and distribute to the FAA, State, and TAC at least one week prior to any public or committee meetings.
- Sponsor: Review and comment on Working Papers, if necessary.

Output: Preliminary draft of each Master Plan chapter in Working Paper format.

Task 11.1 Draft Airport Master Plan Report

Description: Report preparation will include writing, editing and typing the Airport Master Plan report, determining the composition of the report with figures, charts, graphs and illustrations, and the printing and distribution of the report. A reduced sized (11"x17") draft Airport Layout Plan drawing set will be included in the Draft Master Plan report. Full size drawing sets (22"x34") will be provided to the sponsor along with PDF copies of the narrative report.

Responsibilities:

-
- Consultant: Compile Draft Airport Master Plan Report and distribute to the FAA, State, and TAC.
 - Sponsor: Review and comment on Draft Airport Master Plan Report, if necessary.

Output: Draft Airport Master Plan Report.

Task 11.2 Conduct TAC Meeting No. 3

Description: A TAC meeting will be held to present Draft Airport Master Plan Report and to receive input on the draft documents. This meeting will be held to coincide with a Village Council meeting to present the layout to the Village of Ruidoso.

Responsibilities:

- Consultant: Notify TAC of meeting date, time and location. Present aforementioned topic to TAC.
- Sponsor: Provide suitable meeting location.

Output: TAC and public meeting to gain input on the Draft Airport Master Plan.

Task 11.3 Public Information Meeting No. 2

Description: A public information meeting will be held to present and discuss the draft report. The meeting would be held as an open house style format.

Responsibilities:

- Consultant: Provide assistance for public notification. Present aforementioned topic to Public.
- Sponsor: Provide suitable meeting location. Notify Public of meeting date, time and location.

Output: Documented Public Information Meeting. Input on the draft report.

Task 11.4 Preliminary Draft Airport Layout Plan Drawings

Description: A Preliminary Draft Airport Layout Plan drawing set and completed FAA ALP Checklist will be distributed to the Sponsor, FAA and State for initial review and comment. One (1) paper copy of the draft ALP drawing set and a completed ALP checklist from ARP SOP 2.00 will be provided each to the Sponsor, the FAA and the State.

Responsibilities:

-
- Consultant: Compile Preliminary Draft Airport Layout Plan and distribute to the FAA, State, and TAC.
 - Sponsor: Review and comment on Preliminary Draft Airport Layout Plan, if necessary.

Output: Preliminary Draft Airport Layout Plan drawings.

Task 11.5 Draft Airport Layout Plan Drawings

Description: Review comments received on the Preliminary Draft ALP will be incorporated into the Draft ALP Drawing set and distributed back to the Sponsor, FAA and State for further review and to the FAA for airspace coordination. Two (2) paper copies of the Draft ALP drawing set will be provided to FAA for airspace analysis, as well as an electronic version of the ALP drawing set saved on a CD in pdf format, with each drawing sheet saved as a separate file.

Responsibilities:

- Consultant: Compile Draft Airport Layout Plan and distribute to the FAA, State, and TAC.
- Sponsor: Review and comment on Draft Airport Layout Plan, if necessary.

Output: Draft Airport Layout Plan for FAA airspace review.

Task 11.6 Final Airport Master Plan Report

Description: Review comments and public input from the Draft Master Plan report will be incorporated into the Final Airport Master Plan report and submitted for approval and adoption by the Sponsor. The Final Master Plan Report will be provided in electronic format (PDF or MS Word format), utilizing compact discs (CDs) that will contain the full report, including graphics and Airport Layout Plan drawings. In addition to the electronic copies of the Final Report two paper copies of the Final Master Plan Report and evidence that the Airport Sponsor has adopted the plan (e.g., meeting minutes, sponsor resolution) will be provided to the FAA and one paper copy to the State.

The final Master Plan Report will be presented to the Village and airport for approval/adoption. Appropriate copies of minutes or other documentation describing the sponsor's action on the Master Plan will be provided to the FAA.

Responsibilities:

- Consultant: Compile and distribute Final Airport Master Plan and present the final Master Plan report to the Village and airport for approval/adoption.
- Sponsor: Coordinate meeting for the approval/adoption of final Master Plan report to the Village and airport. This can take place during a regular Council meeting.

Output: Final Airport Master Plan Report.

Task 11.7 Final Airport Layout Plan Drawings

Description: Review comments will be incorporated into the Final ALP Drawing set and will be submitted to the Sponsor, along with the Final Master Plan report for Sponsor signature and submittal to the FAA and State for approval. All comments and conditions resulting from FAA's airspace review will be addressed to FAA's satisfaction. Approved copies will be distributed by the FAA, to the State, Sponsor and Consultant. A copy of the final Airport Layout Plan Drawing Set will be provided to the FAA for approval and signature. In addition, an electronic version of the FAA approved ALP drawing set will be provided to FAA as a single PDF file.

Responsibilities:

- Consultant: Compile and distribute Final Airport Layout Plan to Sponsor for signature and FAA for approval.
- Sponsor: Coordinate signature of Final Airport Layout Plan and return Final Airport Layout Plan to Consultant for FAA Approval.

Output: Final Airport Layout Plan.

Summary of Deliverables

The deliverables, which will be prepared at various stages throughout this study are outlined below. Deliverables will be provided in MS Word format (.doc), Adobe Acrobat format (.pdf) or AutoCAD format (.dwg). Deliverables of the digital Native File formats for the ALP / Exhibit "A" Property Inventory Map will be provided to the Sponsor, State DOT, and FAA for historical reference. Example file formats (STEP, IGES, STL, VRML, X3D, DXF, .dwg, etc...)

DELIVERABLE	SPONSOR	FAA	STATE
Working Paper 1 (Introduction, Inventory & Forecasts)	1	1	1
Working Paper 2 (Facility Requirements)	1	1	1
Working Paper 3 (Alternatives Analysis)	1	1	1
Working Paper 4 (CIP/Financial Plans)	1	1	1
Draft Airport Master Plan Report	1	1	1
Pre-Draft ALP Set with Completed ALP Checklist	1	1	1
Draft ALP Drawing Set (prints)	1	1	1
Draft ALP Drawing Set (electronic)	1	1	1
Final ALP Drawing Set (prints) for FAA approval and signature	1	1	1
Approved ALP Drawing Set (prints)	1	1	1
Final ALP Drawing Set (electronic)	1	1	1
Final Airport Master Plan Report (electronic and prints)	1	1	1

*Working Papers 1-4 may be combined as appropriate.