



**Albuquerque Metropolitan  
Arroyo Flood Control Authority  
Regular Meeting Minutes  
April 27, 2017  
Page 1**

**1. Call to Order and Roll Call**

Chair Thomson called the Regular Board Meeting to order at 10:01 a.m. Thursday, April 27, 2017. Roll was noted as follows:

Directors present:	Chair Bruce M. Thomson Director Cynthia D. Borrego Director Tim Eichenberg Director Deborah L. Stover
Directors excused:	Director Ronald D. Brown
Attorney present:	Attorney Randy Autio, Robles, Rael & Anaya
Others present:	Jerry M. Lovato, P.E., Executive Engineer Staff

A quorum was present.

**2. Approval of Agenda**

Director Eichenberg made a motion to approve the agenda. Director Stover seconded the motion, which passed unanimously (4-0).

**3. Meetings Scheduled**

- a. May 25, 2017, 10:00 a.m. – Regular Meeting**
- b. June 22, 2017, 10:00 a.m. – Regular Meeting**
- c. July 27, 2017, 10:00 a.m. – Regular Meeting**

There were no changes made to the dates listed.

**4. Items from the Floor/Public Comments**

No one signed up for Public Comment.

## **AMAFCA Regular Meeting Minutes**

**April 27, 2017**

**Page 2**

### **5. Approval of Minutes**

#### **a. March 23, 2017**

Director Borrego made a motion to approve the minutes of March 23, 2017. Director Stover seconded the motion, which passed (4-0).

### **6. Financial Matters**

#### **a. FY 17 Budget to Actual**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. Responding to questions from Chair Thomson, Mr. Chavez stated that \$25K listed under Government Affairs for Miscellaneous Board Expense was for the Grant to the Nature Conservancy. To address the increase in that budget item, a budget adjustment will be addressed in Item 6f. Mr. Chavez stated that AMAFCA changed how video inspections were coded on invoices from Southwest Sewer. Previously everything was coded under Mechanical Trash removal; however, they are now broken down for Storm Water Quality and Facility and Maintenance. Regular inspections of facilities are coded under labor. Mr. Lovato stated line item 5320 was not as detailed in last year's budget.

#### **b. AMAFCA Cash & Investments**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. Responding to a question from Chair Thomson, Mr. Chavez stated that the Bond sale will be finalized in May and reported at the June Board meeting.

#### **c. Approval of March 2017 Expenditures**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. Responding to a question from Director Eichenberg, Mr. Lovato stated the AMAFCA Master Plan and Office Improvements work done by Molzen Corbin was under an On-Call contract. The first phase of the work looked at a modification of the downstairs garage to build a file room to increase filing space in the building. The second phase of the work is looking into how the garage modification will fit in with future building and yard expansions. Responding to a question and comment regarding a financial concern with Honstein Oil from Director Borrego, Mr. Lovato stated that fuel is being purchased at the best price possible. Mr. Chavez stated that AMAFCA purchases fuel in bulk and there are only two local companies who sell diesel at rack rates. Brewer Oil, one of the local companies, does not sell much cheaper than the service stations. AMAFCA typically purchases 900 +/- gallons of fuel and purposely obtains quotes to make sure that AMAFCA is paying the best price possible.

Director Stover made a motion to approve the March 2017 Expenditure Report. Director Borrego seconded the motion, which passed (4-0).

**AMAFCA Regular Meeting Minutes**

**April 27, 2017**

**Page 3**

**d. Financial Position Recap March 16, 2017 through April 15, 2017 & Forecast April 16, 2017 through May 15, 2017**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. There were no questions.

Director Stover made a motion that the Board approve the Financial Forecast. Director Borrego seconded the motion, which passed (4-0).

**e. Fiscal Agent Funds – Proof of Cash and Savings**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. There were no questions.

**f. Approval of Contingency Reserve Repayment Terms**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. Responding to questions from Director Eichenberg and Chair Thomson, Mr. Lovato stated the funds provided to the Nature Conservancy (Conservancy) were in the form of a Grant. Responding to questions from Chair Thomson, Ms. Sarah Hurteau, Urban Conservation Director with the Conservancy, stated the much of language presented to the AMAFCA Board for the Grant to the Conservancy for Membership to the Rio Grande Water Fund was the same that is in the Charter. She further stated that there are only a handful of contributing members who provided a Grant to the Conservancy. Responding to a question from Director Borrego, Ms. Hurteau stated that a new Director for External Affairs had recently started at the Conservancy.

Director Borrego made a motion that the Board approve using existing cash that is in excess of minimum reserve requirements in the Contingency Reserves to repay cash that was spent from the Insurance & Other Operating Reserves. Director Stover seconded the motion, which passed unanimously (4-0).

**g. Approval of Resolution 2017-08 – Creation of Acquisitions & Savings Fund**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo.

Director Borrego made a motion that the Board approve and adopt Resolution 2017-08, Creation of the AMAFCA Acquisitions & Savings Fund, and authorize the Chair and Secretary to execute the same on behalf of AMAFCA. Director Stover seconded the motion, which passed (3-1) on a roll-call vote. Director Eichenberg voted no.

**7. Legal**

Attorney Randy Autio stated that legal counsel had assisted AMAFCA staff with providing responses to two subpoenas for the Trails Litigation. The next step would include assistance with preparation of depositions of current / former AMAFCA staff. It is anticipated calls for

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 4

depositions may happen in May. Responding to a question from Chair Thomson, Attorney Autio stated that the requests were extensive and covered 10 years of data. During the records collection process it was noted that the Records Retention for emails should be reviewed since many emails collected could have been disposed of. The documents attached to emails can be saved; however, the email itself could be disposed of in many cases.

### 8. Executive Engineer's Report

#### a. Notification of Past Month's Activities

Mr. Jerry Lovato, AMAFCA Executive Engineer, provided a verbal report highlighting significant activities of the past month:

- **Trails Litigation:** AMAFCA staff worked diligently over the last 6 to 8 weeks to compile information for the two subpoenas, while still providing service to constituents. The last estimated count of documents was 27,000.
- **Albuquerque Montano Levee 593 Program:** The Middle Rio Grande Conservancy District (MRGCD) had contacted AMAFCA and Bernalillo County (BernCo) regarding US Army Corp of Engineers (USACE) funding of the 593 Program. City of Albuquerque (CoA), BernCo, and the MRGCD participated in a grant for the environmental restoration of three miles of levee on the west side of the Rio Grande near the Pueblo of Isleta. The estimated cost was \$7M. As the local sponsors, AMAFCA and BernCo front loaded the money and were to receive a refund when funds became available. The USACE has an outstanding amount due to AMAFCA and BernCo. USACE would like to do another project; however, they would like to use a portion (\$100K) on what would be refunded as a credit. Initially, AMAFCA said no. However, while working with the Nature Conservancy on a possible habitat restoration that would need to be done for projects in Waters of the US, it was decided it might be a good idea to collaborate, as well as earn EPA credits. AMAFCA had asked MRGCD and USACE for more information. If AMAFCA can do the project it should be completed within the next one to two years as opposed to the three years that have been proposed by USACE. Responding to a question from Chair Thomson, Mr. Lovato stated that the project could have an aquatic resource, rehabilitation, or mitigation emphasis. AMAFCA has two upcoming projects in the Bosque with CoA; the Alcalde and Barelmas Pump Station; which could earn credits now. Mr. Mike Hamman, MRGCD Chief Engineer/CEO, was present and stated that the MRGCD has a number of projects with USACE; one being the Bernalillo / Belen project. The projects are very expensive, lengthy, and the MRGCD will continue to press the USACE to work with the local partners for reimbursement. He further stated it is important to have shovel ready projects in the Rio Grande Valley under the new program.
- **Various contracts being reviewed:** AMAFCA staff had been asked to evaluate their contracts to see what is working and what might be able to be expanded upon to better serve the public.

*Storm Water Quality and the Education Program with the Storm Team:* The estimated cost is \$12K. There might be a better way to participate with the Storm Team, while

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 5

participating with BernCo and other alternatives to try to get a better holistic approach to storm water quality education in the urban area.

*Legislative Liaison:* During conversations with Ms. Vanessa Alarid and Mr. Mark Fleisher the contract with Alarid Consulting was discussed. It was decided that the fees being charged was appropriate. However, the contract is being reviewed and it may be modified for cost savings for the tax payers.

Responding to a question from Director Eichenberg, Mr. Lovato stated that the total costs for contracts for 2016 was approximately \$2.9M and an estimated \$900K had been spent for Calendar Year 2017.

### b. Notification of On-Call Services Task Orders

Mr. Lovato referred to the memo for task orders that had been issued the prior month. There were no questions.

### c. Review of Contract Services

Mr. Jerry Lovato, AMAFCA Executive Engineer, summarized information provided in the memo. Responding to questions from Director Borrego, Mr. Lovato stated that the report is on a calendar year and that administrative costs have gone up with attorney fees and janitorial services, both of which are not under project management. Responding to questions from Director Eichenberg, Mr. Lovato stated that tasks were estimated at \$520K. Where it once cost approximately \$20K per task they have gone up to \$30K. He further stated that the complexity and number of tasks have gone up compared to a few years ago. He gave the UNM North Campus Project as an example. A preliminary design had to be done and a Letter of Map Revision (LOMR) submittal was required so that it was understood what needed to be built to remove the flood plain. It is a lot easier to spend the money up front as opposed to go back many times during the task order system to try to fix it. The project managers and staff are looking at the long term in order to spend the money efficiently. It was noted that on-calls have been increasing over time resulting in more work being produced by AMAFCA and that the report reflected how funds were being spent.

Chair Thomson stated that agenda **Items 9 through 13** were on the Consent Agenda. Director Borrego made a motion that the Board accept the items on the Consent Agenda. The motion taken approved the following:

- Authorize the Executive Engineer to extend the Manual Trash and Debris Removal from Flood Control Facilities Contract with Black Forest Tree Service for a one-year term with no change to the existing rates;
- Authorize the Executive Engineer to extend the Mechanical Trash and Debris Removal from Flood Control Facilities Contract with Southwest Sewer Service for a one-year term with no increase in the hourly unit prices;
- Authorize out of state travel and expenses for the AMAFCA Storm Water Quality Engineer to attend the 19th Annual EPA Region 6 Stormwater Conference in San Antonio, Texas, September 17 – 21, 2017, not to exceed \$1,580.00;

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 6

- Approve the first extension of the agreement and authorize the Executive Engineer to enter into an audit contract with RPC CPAs + Consultants, LLP for a one-year term; and
- Authorize the Executive Engineer to advertise construction bids for the 2017 AMAFCA Miscellaneous Construction Projects.

Director Stover seconded the motion, which passed (4-0).

Responding to a question from Director Eichenberg, Mr. Chavez covered AMAFCA's travel per diem process, how the AMAFCA credit cards are utilized, and stated he will follow-up to make sure AMAFCA is in compliance with the State's credit card rules for travel.

### **14. Approval of Resolution 2017-09 – Upper Piedras Marcadas Watershed Drainage and Water Quality Management Plan**

Mr. Bradley L. Bingham, Drainage Engineer, summarized information provided in the memo. Responding to a question from Director Borrego, Mr. Bingham stated there are ponds with all options. Responding to a question from Director Eichenberg, Mr. Bingham defined major modifications versus working modifications.

Director Borrego made a motion that the Board approve and adopt Resolution 2017-09, Adoption of the Upper Piedras Marcadas Watershed Drainage and Water Quality Management Plan. Director Stover seconded the motion, which passed unanimously (4-0) on a roll-call vote.

### **15. AMAFCA Projects Update**

#### **a. Calabacillas Facility Plan – Project Update**

Mr. Kevin Troutman, AMAFCA GIS Manager, summarized information provided in the memo. Responding to a question from Chair Thomson, Mr. Troutman stated the total cost is \$8M which includes six grade control structures and bank protection. Responding to questions from Director Borrego, Mr. Troutman stated the Calabacillas feeds into the watershed, which includes the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) portion of the Calabacillas, along with Mr. Bingham's West Branch. The Albuquerque Bernalillo County Water Utility Authority added a new parallel line and enhanced AMAFCA's maintenance road. He further stated that the contaminated area (former Spartan site) is located adjacent to grade control structure 6a. The water goes into the infiltration gallery and is absorbed by the arroyo very fast. The draft will be finalized in the next couple of months and brought back to the Board.

#### **b. Calabacillas GCS 1.1 – Design and Construction Management Services – Authorization to Advertise for Request for Proposal**

Mr. Kevin Troutman, AMAFCA GIS Manager, summarized information provided in the memo. Responding to a question from Chair Thomson, Mr. Troutman stated that the expansion will include 1a1, expansion of 1a, and any adjacent issue in the immediate area. Responding to a question from Director Borrego, Mr. Troutman stated the street was Unser. Mr. Lovato stated CoA had approached AMAFCA a couple weeks ago with information that they may be relocating Irving Road into and back out of the dam. This would require CoA to put in retaining

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 7

walls and obtain approval from the Office of the State Engineer (OSE) for a dam modification. He further stated the costs are estimated at \$12M to \$16M. AMAFCA is okay with the road in the dam; however, OSE requirements must be adhered to. Responding to a question from Director Borrego, Mr. Lovato stated that Irving had been improved recently. Responding to a question from Chair Thomson, Mr. Troutman stated a new grading plan will need to be done. Responding to a question from Director Borrego, Mr. Troutman stated the road improvements would expand Irving to four lanes in some areas. There would be additional engineering needed. The road alignment could minimize flow. If flow increases approval in the form of a dam modification would be needed.

Director Borrego made a motion that the Board authorize the Executive Engineer to advertise Request for Proposals for engineering design and construction management services for the Calabacillas Grade Control Structure 1a1. Director Stover seconded the motion, which passed (3-0). Director Eichenberg had left the room prior to the agenda item being presented and did not return until the next item.

### **c. Valle de Oro Drainage Design – Update on Coordination with FHWA FLAP Project**

Ms. Lynn Mazur, AMAFCA Development Review Engineer, summarized information provided in the memo. Responding to questions from Chair Thomson, Ms. Mazur stated that the South East Valley Drainage Management Plan shows a drainage facility and the MRGCD facility on the west side of 2nd Street. The FLAP project needs a drainage outfall. Curb and gutter is being installed on 2nd Street, north of Desert and water will be discharged through a small culvert under 2nd Street. AMAFCA is requesting that the culvert be upsized for the future flows. The final location for the water quality facility at 2nd Street and Valle de Oro (VdO) has not been determined, but it may spill until the meadow swale is constructed in VdO. The outfall for the flow will need to be provided in the Barr Spur Drain. FLAP Project agreed to work with AMAFCA on phasing so two contractors are not working at the same time. Responding to a question from Chair Thomson, Ms. Mazur stated the AMAFCA work would begin after the MRGCD facility is turned off (November 2017). Mr. Lovato stated the infrastructure will be built to get storm water into a VdO storm water quality facility. Responding to questions from Chair Thomson, Ms. Mazur stated that FHWA had accelerated the schedule and plans to begin construction in September 2017 and if the FLAP project is delayed it would not impact AMAFCA since the infrastructure would already be in place. Mr. Lovato stated AMAFCA will build the Spur Drain (name to be determined), maintenance road, and the concrete ditch.

## **16. Stormwater Quality**

### **a. AMAFCA Analysis – Gross Debris Update**

Mr. Patrick Chavez, AMAFCA Storm Water Quality Engineer, summarized information provided in the memo. His presentation covered various segments from the 2005 Scope of Work which included: Gross Pollutant Study, Past Study Objectives, Study Results, Recommendations and Conclusions, and Stormwater Quality Constituents. For the 2016 Study the following was covered: Current mapping, 2016 Study comparisons, Where are the BMPs, 2016 Gross Pollutant Study, Combined Results for Gross Debris Characterization by Volume and by Mass, Sediment,

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 8

Vegetation, and Trash removed and tracked, What Additional Information is available, Steps to finalize 2016 Study, What is in the future, and concluded with thanking AMAFCA Staff / UNM Intern for all the work put into getting the update accomplished. Responding to questions from Chair Thomson, Mr. Chavez stated there were no cigarette butts in the samples, the Gross Debris Update will go to EPA and will be shared with the Storm Team and other interested parties. Mr. Lovato stated that the Gross Debris Update could be published or presented at a national seminar or conference in the future.

### **b. AMAFCA Storm Water Program Update**

Mr. Patrick Chavez, AMAFCA Storm Water Quality Engineer, summarized information provided in the memo. Responding to a question from Chair Thomson, Mr. Chavez stated the equipment vendor is In-Situ.

## **17. Update on Joint Projects**

### **a. Montano Levee – Joint Project with City of Albuquerque, Bernalillo County, and the Middle Rio Grande Conservancy District**

Mr. Jerry Lovato, AMAFCA Executive Engineer, summarized information provided in the memo. Responding to a question from Chair Thomson, Mr. Lovato stated the total cost is \$7M, local sponsors have to bring \$2M to the table with \$5M coming from Federal funds. The Grant will help pay for design, construction and construction management of the project. Responding to questions from Director Eichenberg, Mr. Lovato covered where the project would begin and end. A levee would be put over the MRGCD ditch with an open water habitat (to be covered up) in the Bosque. The USACE could not tie in the environmental portion of the project and did not look at the Bosque School or the apartments in their entirety. The biggest issue with CoA is the bridge crossing since it may lose west bridge abutment due to lack of protection. Responding to questions from Director Eichenberg, Mr. Lovato stated the Christian school in the area is in the flood plain and it is not protected. A pipe would need to be put in, trees would need to be taken out, a levee will need to be installed, and a maintenance road would be added. The USACE had not requested travel to be paid for Mr. D' Antonio to attend the meeting in Denton, TX; however, AMAFCA could pay for him and would like to invite Mr. Kevin Daggett, with CoA. Director Eichenberg made a motion that the Board authorize out of state travel and expenses for the AMAFCA Executive Engineer and up to three additional people to attend a meeting at FEMA Headquarters in Denton, TX to address the FEMA Grant Issues. Director Borrego seconded the motion, which passed (4-0).

### **b. UNM North Campus – Joint Project with Bernalillo County and University of New Mexico**

Mr. Jerry Lovato, AMAFCA Executive Engineer, stated that Mr. Bingham had been working with UNM and BernCo for the last three years. Recently AMAFCA received permission to look at a gabion structure that can be used as a dam. A walking trail will be put on top of it. The flows will be minimized to the north for a temporary ponding situation to comply with the 96-hour rule. The costs will be shared with BernCo and UNM. BernCo is providing in-kind services in the form of dump trucks and testing. Building berms using existing materials off a

## AMAFCA Regular Meeting Minutes

April 27, 2017

Page 9

portion of the NDC is another part of the project. UNM had not advised what they are bringing to the table for this project. It is estimated there will be \$90K in materials or cash needed for the project. Responding to questions from Director Eichenberg, Mr. Lovato stated there was a low spot where trees were taken out, an earthen berm was removed, and a path put in. He further stated UNM did provide permission to get onto the property. Responding to a comment from Chair Thomson, Mr. Lovato stated the flood plain is affecting approximately six homes. It was noted that a County Commissioner is concerned with the area as well. The Board concurred that AMAFCA should continue working with UNM and UNM should come to the table to fix what was done on the golf course.

### **c. KAFB Drainage Facility – Joint Project with Kirtland Air Force Base and the City of Albuquerque**

Mr. Jerry Lovato, AMAFCA Executive Engineer, summarized information provided in the memo. The original plan utilized five to six acres to minimize the foot print. The plan now encompasses approximately 40 acres to gather water and convey it into a drainage facility, which is an earthen embankment. Mr. Herman Gabaldon, AMAFCA Maintenance Superintendent is working with KAFB Security Forces to allow access from 5Js versus utilizing the contractor gate / road on Gibson, which adds an additional 25 minutes travel time. KAFB is concerned with birds (flying hazard) so AMAFCA is working with the Nature Conservancy to see what plants could be used to deter birds from landing at the drainage facility. KAFB has not offered money; however, they may be able to utilize personnel (Red House). BernCo is offering in-kind donations through manpower or a testing facility. CoA may be able to bring money to the table for this project as well as the Eastern / Alvarado project. With support of the KAFB Commander, AMAFCA would like to construct in August. Responding to questions from Chair Thomson, Mr. Lovato stated the National Environmental Policy Act (NEPA) process had not started due to right of entry requirements. KAFB had given individuals permission to enter, but has not granted permission for a group. The NEPA process will include biological assessment. Chair Thomson stated he appreciated how accommodating KAFB has been getting this project up and running. The project has been years in the making and the last six months have shown terrific cooperation.

### **d. Dallas Storm Drain Regional Surge Pond – Joint Project with City of Albuquerque**

Mr. Jerry Lovato, AMAFCA Executive Engineer, stated CoA had purchased two lots. One for a library and one for a regional facility for stormwater. The Board had provided a very clear request, AMAFCA could help, but the CoA would need to take the lead on the project. There are a few flood plain areas that can be taken care of in the location. CoA has future funding for the Dallas Storm Drain which will free up capacity to the north. Mr. Daggett was concerned that the project would not work; however, after the numbers were reviewed, it shows it would work very well. CoA is now interested in a regional pond at that location. There are a number of issues, homeless, public safety, etc. UNM architectural students have come up with a plan for the area. CoA had put out an RFP and a scope of work was drafted for design services for the new library. Responding to a question from Director Borrego, Mr. Lovato stated there are some residential properties in the flood zone. The San Mateo to Mini Moon Drainage Management Plan (DMP) and Inundation Mapping identified 450 acre feet of additional storage needed in the area.

## **AMAFCA Regular Meeting Minutes**

**April 27, 2017**

**Page 10**

Responding to a question from Director Eichenberg, Mr. Lovato stated the closest arroyo was Campus and then moved on to the Embudo Channel. Responding to a question from Director Borrego, Mr. Lovato stated that the proposed changes along with the Caravan site being developed would take out flood plain. Responding to questions from Director Eichenberg, Mr. Lovato stated that the DMP shows the water moves to the north very slow and plugs up the system. Responding to a question from Director Eichenberg, Mr. Bingham covered the flood plain problem by the school in the area. Taking storm water from closer to Central Avenue with a parallel pipe to the Embudo Channel will help with the flooding.

### **18. AMAFCA Field Highlights**

#### **a. Field Report**

Mr. Nolan Bennett, AMAFCA Field Engineer, gave a report of various projects and events over the last month.

The slides opened with a bald eagle at the North Diversion Channel, and continued with a slides from the Isleta Drain Diversion Final, slides and drone video of the Tijeras Sediment Phase I, pictures of Gunnison Road and Shawn McWethy Park, multiple slides and video of the Agency and Area-Wide 2017, various pictures at Danny's Diversion, multiple pictures of Rio Grande High Flows, the Campus SWPPP, numerous slides and video of the AMAFCA parking lot and West I-40 Channel Phase IV, and closed with a few pictures of AMAFCA family fun with family members at various sites on the weekends.

#### **b. Construction Report**

There were no questions.

### **19. Real Estate**

#### **a. North Albuquerque Acres Lot 20, Block 17, Tract 3, Unit 2 – Request for Encroachment License for Home Construction and Future Quitclaim Deed / Release of Easement**

Ms. Lynn Mazur, AMAFCA Development Review Engineer, summarized information provided in the memo. Ms. Mazur stated that Mr. David Soule with Rio Grande Engineering and Mr. John Lowe with Panorama Homes were present. Responding to a question from Director Eichenberg, Attorney Autio stated legal had reviewed the agreement, AMAFCA is protected, and the owners, engineer, and builder understand they are proceeding at their own risk, and an amendment will happen with the LOMR. Responding to questions from Director Stover, Ms. Mazur stated that the flood plain area in question is a little further south than the sandy part in the bottom of the arroyo, the house will be built on the northern section, and it is typical of North Albuquerque Acres to allow a portion of the driveway to encroach in the flood plain. Responding to a question from Director Borrego, Ms. Mazur stated there is no formal agreement between BernCo and AMAFCA where AMAFCA had agreed to take the flood plain easements. The previous owners came in for a building permit, AMAFCA got the easement, and the lot was sold. Responding

## **AMAFCA Regular Meeting Minutes**

**April 27, 2017**

**Page 11**

to a question from Director Eichenberg, Ms. Mazur stated that a Hydraulics restudy of North Albuquerque Acres flood plains would need to be done.

Director Eichenberg made a motion that the Board authorize the Executive Engineer to execute the Temporary Encroachment License for Lot 20, Block 17, Tract 3, Unit 2, of North Albuquerque Acres. Director Borrego seconded the motion, which passed unanimously (4-0).

### **b. Ventana Ranch Community Association Proposed Land Donation – Proposed Land Donation to AMAFCA**

Mr. Jeffrey Willis, AMAFCA Real Estate Manager, summarized information provided in the memo. A brief discussion took place regarding AMAFCA doing more than required for property that is not AMAFCA's and the Board suggested AMAFCA get reimbursed for inspection charges. Responding to a question from Director Eichenberg, Mr. Lovato stated he was not aware of what the actual maintenance cost was; however, AMAFCA had maintained the area for approximately 18 to 20 years. He further stated that over the past year or so, AMAFCA staff identified areas where AMAFCA should not be maintaining. Those areas belong to various Neighborhood Associations, Community Associations, etc. Carsonite signs have been posted in numerous areas, including in this area. Responding to questions from both Chair Thomson and Director Borrego, Mr. Lovato stated that the area is open area. Responding to a question from Director Borrego, Mr. Willis agreed that if AMAFCA took ownership, it could be licensed by CoA to put in a trial. Responding to a question from Director Stover, Mr. Willis stated that he did not ask the Community Association to donate the land to CoA since they came to AMAFCA directly after they were informed AMAFCA would not be maintaining.

## **20. AMAFCA FY-2018 Budget**

### **a. Draft FY-2018 General Fund Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. The final budget presented in May could have an adjustment for those line items noted in the memo. Responding to a question from Chair Thomson, Mr. Lovato stated that the year always starts off with a cash balance. He further stated that any changes to the budget are noted in bold font in the detail. Mr. Chavez stated that the year is estimated to start off with \$3M cash balance.

### **b. Draft FY-2018 Construction Fund Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. It was noted that in bold font there was a change for \$250K for Miscellaneous Construction Projects. There were no other changes presented. There were no questions.

### **c. Draft FY-2018 Debt Service Fund Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. The budget would have a minor modification to include the Bond Sale.

**AMAFCA Regular Meeting Minutes**

**April 27, 2017**

**Page 12**

**d. Draft FY-2018 Contingency Fund Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. There were no changes made to the budget as presented.

**e. Draft FY-2018 Acquisitions & Savings Fund Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. The only change was to the name of the fund. There were no changes made to the budget as presented.

**f. Draft FY-2018 Unassigned Funds Budget**

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo. There were no changes made to the budget as presented. Mr. Chavez reminded the Board that the FY-2018 Budget will be presented earlier at the May Board meeting in order to make corrections to any budget prior to the end of the meeting. The summary page for each of the fund budgets would be attached to the required Resolution for submittal to the DFA for approval by the June 1, 2017 deadline.

**21. Unfinished Business**

Director Eichenberg stated that he recused himself from agenda items 15 a. and 15 b. due to a conflict of interest.

**22. New Business**

None.

**23. Adjourn**

There being no further business to come before the Board, Chair Thomson adjourned the meeting at 1:13 p.m.

---

Ronald D. Brown, Secretary-Treasurer, 5/25/17

*If Draft is noted as a watermark, the minutes are in draft form, are not the official minutes of record, and are subject to approval by the AMAFCA Board of Directors.*