



**Albuquerque Metropolitan
Arroyo Flood Control Authority
Regular Meeting Minutes
December 14, 2017
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1. Call to Order and Roll Call

Chair Thomson called the Regular Board Meeting to order at 10:14 a.m., Thursday, December 14, 2017. Roll was noted as follows:

Directors present:	Chair Bruce M. Thomson Director Cynthia D. Borrego Director Tim Eichenberg Director Ronald D. Brown – arrived at 10:46 a.m.
Directors excused:	Director Deborah L. Stover
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 Borrego seconded the motion, which passed (3-0).

3. Meetings Scheduled

- a. January 25, 2018, 10:00 a.m. – Regular Meeting**
- b. February 22, 2018, 10:00 a.m. – Regular Meeting**
- c. March 22, 2018, 10:00 a.m. – Regular Meeting**

There were no changes made to the dates listed above.

4. Items from the Floor/Public Comments

No one signed up for Public Comment. Director Eichenberg introduced his wife, Mrs. Sandra Eichenberg. The Board welcomed Mrs. Eichenberg.

5. Approval of Minutes

- a. November 16, 2017**

Director Eichenberg made a motion to approve the minutes of November 16, 2017. Director Borrego seconded the motion, which passed (3-0).

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6. Financial Matters

a. FY 18 Budget to Actual

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

b. AMAFCA Cash & Investments

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

c. Approval of November 2017 Expenditures

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

Director Eichenberg made a motion to approve the November 2017 Expenditure Report. Director Borrego seconded the motion, which passed (3-0).

d. Financial Position Recap November 11, 2017 through December 10, 2017 & Forecast December 11, 2017 through January 15, 2018

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

Director Eichenberg made a motion to approve the Financial Position Report. Director Borrego seconded the motion, which passed (3-0).

e. Fiscal Agent Funds – Proof of Cash and Savings

Mr. Herman Chavez, AMAFCA Finance and Administration Manager, summarized information provided in the memo and answered questions from the Board. Mr. Jerry M. Lovato, AMAFCA Executive Engineer, stated that the State Auditor had advised that the Fiscal Agent(s) would need to provide a budget for applicable programs under their control. Mr. Chavez recapped the recent conference he attended and the guidance that had been provided on this subject and provided a brief recap on the AMAFCA FY-2017 audit.

7. Legal

a. Legal Status

Attorney Randy Autio summarized information provided in the memo and answered questions from the Board. Responding to a question from Chair Thomson regarding Director Borrego's position on the AMAFCA Board, Director Borrego indicated she plans to remain on the AMAFCA Board.

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8. Executive Engineer's Report

a. Notification of Past Month's Activities

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, highlighted significant activities from the past month and answered questions from the Board.

- **AMAFCA**

Middle Rio Grande Flood Control Association (MRGFCA): AMAFCA Board Members were not included in the membership roster this year, due to last year's membership payment by staff, which had been corrected. AMAFCA will continue to support the MRGFCA and facilitate solutions concerning flood control in the urban area.

2017 MS4 Permit – Annual Report: AMAFCA completed its Annual report as required for the 2015 permit and submitted the report by December 1, 2017.

AMAFCA Stormwater Management Plan: AMAFCA revised its stormwater management plan and submitted it by December 1, 2017.

Public Outreach

Twinkle Light Parade: The parade was held on December 2, 2017. The AMAFCA Float included over 50 people comprised of staff, family and Board members along with 13,000+ LED lights, and a snow machine. AMAFCA placed first in the Government category and won Best in Show.

b. Notification of On-Call Services Task Orders

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, referred to the memo for task orders that had been issued the prior month. There were no questions.

Chair Thomson stated that agenda **Items 9 through 12** 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:

- Approve the second extension with AECOM Technical Service for On-Call GIS, IT, DBA, and Mobile Services; and
- Approve the second extension of the On-Call Engineering Professional Service Agreements for Category 1 Engineering Services with Bohannon Huston, Inc., Occam EC, Huitt-Zollars, Inc., Smith Engineering, and Wilson and Company; Category 2 Engineering Services with AECOM, Inc., Bohannon Huston, Inc., Molzen Corbin, WSP (formerly Parsons Brinckerhoff, Inc.), Smith Engineering, and Wilson & Company, Inc.; Category 3 Engineering Services with Huitt-Zollars, Inc., Tetra Tech, Inc., and HDR Engineering; and
- Authorize the advertisement of construction bids for the Calabacillas Grade Control Structure 1a1 Project; and
- Authorize the advertisement of construction bids for the Agency and Area-Wide Flood Control Rehabilitation VIII Project.

Director Eichenberg seconded the motion, which passed (3-0).

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13. Channel Road – Extension of Masthead – Project Introduction by the City of Albuquerque

Mr. Bradley L. Bingham, AMAFCA Drainage Engineer, summarized information provided in the memo, answered questions from the Board, and introduced Mr. John MacKenzie, with City of Albuquerque (CoA) Municipal Development. Mr. MacKenzie thanked the Board, answered questions, and provided a brief recap, some of which included the following:

CoA had proposed to construct a portion of the Masthead improvements extending Masthead Road to Channel Road in AMAFCA Right-of-way (ROW); construction is scheduled for the fall of 2018; CoA offered to fund the platting and infrastructure requirements impacting a private land owner; improvements include the extension of a large diameter storm drain, construction of an access ramp into the North Pino inlet, import of fill material; and designed improvements would allow for continued AMAFCA access for maintenance of the North Pino inlet.

14. Tijeras Facility Management Plan – Grade Control Structure at Juan Tabo Hills Estates – Project Introduction

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, summarized information provided in the memo and answered questions from the Board.

Key issues impacting the Tijeras Arroyo include needed infrastructure to control the vertical degradation of the arroyo as referred to in the Tijeras Facility Management Plan; development had happened in the area; AMAFCA staff would like the Board to consider the possibility of cost sharing the design and construction of grade control structures to resemble the agreements that were used to construct facilities along the Calabacillas Arroyo; the Calabacillas Arroyo funding agreements included funding from private and public entities; the Juan Tabo Hills Subdivision has scour depths predicted to be between 20-40 feet; and a cost share agreement, should the developer be interested in participating, would reduce the depth of the scour protection needed for the Juan Tabo Hills Estates development.

15. Louisiana-Gibson Regional Drainage Facility at Kirtland AFB and Outfall Pipe Project

a. Project Update

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, summarized information provided in the memo and answered questions from the Board. The agreement has been modified to address liability questions and identify responsibilities, including funding for environmental permitting. AMAFCA would be refunded up to \$1,125,000 for the cost of the design and construction of road improvements requested by Kirtland AFB as part of the Regional Drainage Facility being built by AMAFCA.

b. Approve Funding Agreement with Kirtland Air Force Base

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, summarized information provided in the memo. Responding to a question regarding AMAFCA being comfortable that money spent by AMAFCA would be reimbursed, Mr. Lovato stated that \$75K was currently in the account under a System for Award Management (SAM). Mr. Chavez registered AMAFCA as a federal

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contractor in the SAM, which would allow AMAFCA to be reimbursed in 48 hours after an invoice is approved. If funds are available AMAFCA can utilize them. If no funds are available no money can be requested.

Director Brown made a motion to approve the funding agreement with Kirtland Air Force Base, substantially as attached. Director Borrego seconded the motion, which passed (4-0).

16. Montano Levee Project

a. Project Update

Mr. Nolan Bennett, AMAFCA Field Engineer, recapped the various issues associated with getting the Project up and running and answered questions from the Board. The Middle Rio Grande Conservancy District and Bernalillo County Commission had approved the four party agreement on December 22 and 23, 2017 respectively. The four party agreement does not provide any party additional powers.

b. AMAFCA Operational Changes to Address Montano Levee Project – Discussion

Mr. Jerry M. Lovato, AMAFCA Executive Engineer, summarized information provided in the memo and answered questions from the Board; the timeline was covered which shows the project a year behind the aggressive schedule; the Department of Homeland Security for New Mexico had an issue with AMAFCA project management and details are still being worked out; AMAFCA must get reimbursed for Mr. Bennett's time for the first part of the project; if AMAFCA will not be reimbursed for Mr. Bennett's time AMAFCA cannot afford to be part of the Montano Levee Project; August 2019 is the deadline for all construction, closeout documentation, project finalization, etc., to be submitted to FEMA; CoA would be the entity applying for an extension; AMAFCA staff asked the Board to consider two temporary (term) positions for 12 months technical help for this project, AMAFCA would invoice CoA for Project Manager Services to offset salaries of the term employees, and AMAFCA would be required to advertise the positions as term; and hours are capped at 2,080 hours a year.

Director Brown made a motion that the Board agree with the concept of hiring one to two employees under term status for the Montano Levee Project. Director Eichenberg seconded the motion, which passed (4-0).

c. Agreement for the Design and Construction of the Montano Levee – Consideration for Approval of the Agreement with City of Albuquerque, Bernalillo County, and the Middle Rio Grande Conservancy District

Director Brown made a motion to approve the agreement with the City of Albuquerque, Bernalillo County, and the Middle Rio Grande Conservancy, to design and construct the Montano Levee and authorize the Chair to execute the agreement, substantially as attached. Director Borrego seconded the motion, which passed (4-0).

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17. AMAFCA Field Highlights

a. Construction Report

There was no discussion or questions on this item.

18. Unfinished Business

None.

19. New Business

None.

20. Adjourn

There being no further business to come before the Board, Director Brown made a motion to adjourn the meeting at 11:21 a.m. Director Borrego seconded the motion, which passed (4-0).

Ronald D. Brown, Secretary-Treasurer, 1/25/18

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.