



Albuquerque Metropolitan Arroyo Flood Control Authority
Regular Meeting Minutes
February 22, 2024
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1. Call to Order and Roll Call

Chair Brown called the Board Meeting to order at 9:00 a.m., Thursday, February 22, 2024, at the AMAFCA office in Albuquerque, NM.

Directors present via Zoom
and / or in person

Chair Ronald D. Brown – at the AMAFCA building
Director Tim Eichenberg – at the AMAFCA building – left the meeting at 9:54 a.m.
Director Elizabeth Newlin Taylor – at the AMAFCA building
Director Bruce M. Thomson – at the AMAFCA building
Director Orlando G. Martinez, Jr. – arrived at the AMAFCA building at 9:05 a.m.

Directors excused: None

Attorney present via Zoom and / or in person: William Zarr, Robles, Rael & Anaya – at the AMAFCA Building

Others present via Zoom and / or in person: Kevin Troutman, Executive Director
Staff
Other attendees on file at AMAFCA

A quorum was present.

2. Approval of Agenda

Director Thomson made a motion to approve the February 22, 2024 Agenda. Director Taylor seconded the motion. The motion passed unanimously (4-0).

3. Meetings Scheduled

- a. March 28, 2024, 9:00 a.m. – Regular Meeting**
- b. April 25, 2024, 9:00 a.m. – Regular Meeting – Location to be determined**
- c. May 23, 2024, 9:00 a.m. – Regular Meeting – Location to be determined**

The March 28, 2024 meeting will be held at the AMAFCA Office. Responding to a question from the Board, Mr. Kevin Troutman, AMAFCA Executive Director, advised offsite meeting locations are being investigated and he will have information in place to announce at the March meeting. There were no changes to the above dates.

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4. Appointment to Boards and Committees

- a. MRCOG Executive Board**
- b. MRCOG Board of Directors**
- c. Middle Rio Grande Water Resources Board**
- d. Metropolitan Transportation Board**
- e. Personnel and Salary Committee**
- f. Strategic Planning Committee**
- g. Financial Committee**
- h. Real Estate Committee**

Chair Brown made appointments to the following MRCOG Boards:

MRCOG Executive Board:	Director Tim Eichenberg Director Bruce M. Thomson – alternate
MRCOG Board of Directors:	Director Tim Eichenberg Director Bruce M. Thomson – alternate
Middle Rio Grande Water Resources Board:	Director Elizabeth Newlin Taylor Director Bruce M. Thomson – alternate
Metropolitan Transportation Board:	Chair Ronald D. Brown Director Orlando G. Martinez, Jr. - alternate

Chair Brown made appointments to the following AMAFCA Committees:

Personnel and Salary Committee:	Director Bruce M. Thomson Chair Ronald D. Brown
Strategic Planning Committee:	Director Orlando G. Martinez, Jr. Chair Ronald D. Brown
Financial Committee:	Director Tim Eichenberg Director Orlando G. Martinez, Jr.
Real Estate Committee:	Director Elizabeth Newlin Taylor Director Tim Eichenberg

5. Items from the Floor / Public Comments

No items from the floor or public comments were received. Chair Brown noted he had received an invitation from Altamont Little League to attend their Grand Opening on April 13, 2024. He extended an invite to Ms. Adrienne Martinez, AMAFCA Staff Engineer, as well as any staff members and Board Directors who wish to attend.

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6. Approval of Minutes

a. January 25, 2024

Director Taylor made a motion to approve the Minutes of January 25, 2024. Director Thomson seconded the motion, which passed (4-0).

7. Consent Agenda

Chair Brown recapped Agenda Items **7.a. through 7.e.** on the Consent Agenda. The items were shared on the SmartBoard for all participants to view. Director Eichenberg made a motion that the Board accept the items on the Consent Agenda. The motion approved the following:

- 2024 ASFPM National Conference – Out of State Travel to Salt Lake City, UT, June 23-27, 2024;
- Lot 20-A, Block 20, Tract 2, Unit 2, North Albuquerque Acres Subdivision- Acceptance of Slope Easement;
- Manual (Physical) Trash Removal and Debris Removal from Flood Control Facilities 2024 - Advertise for Bids;
- Mechanical Trash Removal and Debris Removal from Flood Control Facilities 2024 - Advertise for Bids; and
- HEC-RAS 2D Training – Out of State Travel to Greenwood Village, CO, May 21-24, 2024.

Director Thomson seconded the motion. The motion passed unanimously (4-0).

Director Martinez arrived at 9:05 a.m.

8. Executive Engineer's Report

a. Notification of Past Month's Activities

Mr. Kevin Troutman, AMAFCA Executive Director, referenced the mailout which highlighted significant activities from the previous and current month and answered questions from the Board.

Personnel: The Director of Administration position is currently advertised. Ms. Amanda Chavez, AMAFCA Maintenance Worker, had resigned her position. That position is currently advertised on the AMAFCA website and should be advertised on other employment platforms soon.

AMAFCA Office Modifications: Construction on the building modifications and security upgrades have started. The project will have two phases. The first phase, to be complete in April, encompasses the eastern side of the building as well as the lower level. The contractor requested that all offices in the work zone be vacated. Staff have been relocated from the east side of the building to various locations on the west side. In April, the process

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will be reversed. The entry door to the east is off limits to staff. Staff will be entering / exiting from the west side door. The main door is still the visitor entrance.

AMAFCA Information Technology: AMAFCA has deployed a few new computers to see if the issues from the old systems replicate. Testing to date has shown that the problems experienced by staff were resolved with the new computers.

The new fiber connection to the building has been made with a temporary overhead line. The final connection will be put in with conduit placed during construction. Once the firewall hardware is installed, the internet bandwidth for the building will be greatly increased. This new connection will also be at a lower monthly cost. These savings should be realized in fiscal year 2025 when the switchover is complete.

Borrega Channel: Bernalillo County (BernCo) informed AMAFCA that remediation of the property adjacent to the Borrega Channel has begun. This was the site where various materials were buried without proper permitting. The improper fill is being removed and replaced with clean fill.

Watershed-Based Permit: The Environmental Protection Agency (EPA) recently announced that the Middle Rio Grande Watershed Based NPDES Permit will be brought in under the statewide permit. The memo from Mr. Patrick Chavez, AMAFCA Storm Water Quality Engineer, was referenced. The Board asked that EPA as well as the New Mexico Environmental Department (NMED) be invited to the next Board meeting. Attendance can be in person and /or via Zoom.

b. Notification of On-Call Services Task Orders

Mr. Kevin Troutman, AMAFCA Executive Director, referred to the memo for task orders issued over the last few months and answered a question from the Board. It was noted that the Compliance Monitoring Cooperative (CMC) will reimburse Task Order #13 for Compliance Monitoring.

9. Financial Matters

a. Financial Matters – Acceptance of Financial Information

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, along with Ms. Laurel Johnson, AMAFCA Accounting Manager, summarized information provided in the memo and answered questions from the Board. The presentation included General Fund Budget to Actuals; Revenues; Expenditures; Cash & Investments; Vendor Payments & Detail; Fund Recap; and new graphs for the Local Government Investment Pool (LGIP).

Director Eichenberg made a motion that the Board accept the Financial Information. Director Thomson seconded the motion. The motion passed unanimously (5-0).

b. Other Matters

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo and walked the Board through upcoming tasks within the ConceptBoard system. Responding to a question from the Board on how the Board Report would look using the new system, Ms. Zuniga advised she hopes to keep the Reports the same.

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c. Resolution 2024-04, Fiscal Year 2024 Budget Adjustment for the General Fund

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo and answered questions from the Board. The Board had noted a mistake on the Resolution which had been corrected before the meeting.

Director Eichenberg made a motion that the Board approve and adopt Resolution 2024-04, Fiscal Year 2024 Budget Adjustment for the General Fund, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Martinez seconded the motion. The motion passed unanimously (5-0) on a roll call vote.

d. Resolution 2024-05, Fiscal Year 2024 Budget Adjustment for the Acquisition and Savings Fund

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo. There were no questions from the Board.

Director Taylor made a motion that the Board approve and adopt Resolution 2024-05, Fiscal Year 2024 Budget Adjustment for the Acquisition and Savings Fund and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Thomson seconded the motion. The motion passed unanimously (5-0) on a roll call vote.

10. Personnel Matters

a. Approval of AMAFCA Holiday List

Mr. Kevin Troutman, AMAFCA Executive Director, summarized information provided in the memo and answered questions from the Board.

Director Thomson made a motion that the Board approve replacing subsection “Holidays” within the Personnel Manual, Section 3. Benefits, that would include the addition of Juneteenth and Indigenous Peoples’ Day. Director Eichenberg seconded the motion, which passed unanimously (5-0).

11. Legal

a. Status Report

Attorney William Zarr summarized information provided in the memo. There were no questions.

12. Legislative Liaison

a. Briefing on the 2024 New Mexico Legislative Session

Ms. Vanessa Alarid, along with Ms. Skye Devore, of Alarid Consulting answered questions from the Board and covered items such as: Session closed February 15, 2024 at Noon; 658 Bills were presented; 72 bills were sent to the Governor; the Governor has through March 6, 2024 at Noon to sign, veto or pocket veto any legislation; House Bill 148 Water Project Fund Grant passed; House

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Bill 2 Budget passed, which includes a three percent wage increase for state employees; PERA Bills as well as Frontline/Correction Officers (that could include AMAFCA) did not pass; and the Capital Outlay for \$350,000.00 is on the Governor's desk for signature. Responding to questions from the Board on where the Capital Outlay will be going and where in the budget it is accounted for, Mr. Troutman advised the funds would be utilized for the Building Remodel and until the State has informed AMAFCA that everything is final the amount will not show up in the Budget. Senator Nancy Rodriguez sponsored the Capital Outlay Bill. Senator Rodriguez announced her retirement. Senator Daniel Ivey-Soto supplied funds for the AMAFCA Building Remodel. Per a suggestion from the Board, Chair Brown will sign notes of thanks to the legislators.

13. AMAFCA Projects

a. Ladera Dam 5 Diversion – Award of Construction

Ms. Marie VanDerGeest, AMAFCA Drainage Engineer, summarized information provided in the memo and answered questions from the Board. She noted all bids were checked for accuracy and completeness. No mathematical errors in the bids were identified. All bids provided the required documentation for the 8% Resident Preference, per state procurement requirements. A bid was received from Salls Brothers Construction, Inc.; however, their submitted bid did not include the required revised Campaign Contribution Disclosure Form that was included in Addendum 1, therefore rendering their bid non-responsive. There was a brief discussion regarding the Project being in a jurisdictional dam with strict timelines; AMAFCA has procedures in place that are noted in the Bid document as well as mentioned in the Pre-Bid; AMAFCA has deemed some other Requests for Proposals as non-responsive for the same reason; and there is a protest procedure in place. The Board noted that considering the facts, Compass Engineering would be approved for the project.

Director Thomson made a motion that the Board award the construction project to Compass Engineering & Construction Services, LLC., in the amount of \$2,489,885.00, plus NMGRT, for the Ladera Dam 5 Diversion Project. Director Taylor seconded the motion, which passed (5-0).

b. Ladera Dam 5 Diversion – Approval of Amendment 8 for Construction Management Services

Ms. Marie VanDerGeest, AMAFCA Drainage Engineer, summarized information provided in the memo noting that in Section 2.3 of the contract, the final scope and fee for Construction Management Services was to be negotiated after the final design was completed and approved. There were no questions.

Director Thomson made a motion to authorize the Executive Director to approve Amendment Eight to the Agreement for Construction Management Services for the Ladera Dam 5 Diversion Project. Director Taylor seconded the motion, which passed (5-0).

c. FY 2025 Project Schedule – Project Update

Ms. Nicole Friedt, AMAFCA Director of Planning and Engineering, summarized information provided in the memo and answered questions from the Board. The Board was provided with the list of selected projects that included a breakdown of the estimated timing and cost per fiscal year.

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Staff coordinated the overall timing considering existing obligations for projects currently in design or construction, cost share agreements, discussions with partner agencies for their capital project plans, and recurring projects assuming at least one general obligation bond sale of \$12.5M per fiscal year. Next month, the Board will be presented with a detailed write-up for each selected project and a few conceptual renderings of the Project Schedule document design. Staff anticipates adoption of the final Project Schedule in May 2024.

d. Construction Report

Ms. Adrienne Martinez, AMAFCA Project Engineer, referenced the Construction Report. Mr. Troutman advised that the new Agency and Area-Wide Project will be listed next month. Ms. Martinez advised a Notice to Proceed had been issued. There were no questions.

14. AMAFCA Field Highlights

Ms. Paula Dodge-Kwan, AMAFCA Director of Operations, provided a report on various projects / events and answered questions from the Board.

15. Unfinished Business

None.

16. New Business

None.

17. Adjourn

There being no further business to come before the Board, Chair Brown adjourned the meeting at 10:43 a.m.

Bruce M. Thomson, Assistant Secretary – Treasurer, 3/28/2024

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.