



Albuquerque Metropolitan Arroyo Flood Control Authority
Regular Meeting Minutes
November 21, 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, November 21, 2024, at the Balloon Fiesta Event Center in Albuquerque, NM.

Directors present via Zoom and / or in person	Chair Ronald D. Brown – at the Balloon Fiesta Event Center Director Tim Eichenberg – at the Balloon Fiesta Event Center Director Orlando G. Martinez, Jr.- at the Balloon Fiesta Event Center Director Elizabeth Newlin Taylor – at the Balloon Fiesta Event Center Director Bruce M. Thomson – at the Balloon Fiesta Event Center
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Directors excused: None

Attorney present via Zoom and / or in person:	Marcus J. Rael, Jr., Robles, Rael & Anaya – at the Balloon Fiesta Event Center
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Others present via Zoom and / or in person:	Kevin Troutman, Executive Director Staff Other attendees on file at AMAFCA
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A quorum was present.

2. Approval of Agenda

Mr. Kevin Troutman, AMAFCA Executive Director, provided information on why Resolution numbers were out of sequence and stressed they were needed for approval.

Director Thomson made a motion to approve the November 21, 2024, Agenda. Director Martinez seconded the motion. The motion passed unanimously (5-0).

3. Meetings Scheduled

- a. **December 19, 2024, 9:00 a.m. – Regular Meeting & Board Holiday Luncheon**
- b. **January 23, 2025, 9:00 a.m. – Regular Meeting**
- c. **February 27, 2025, 9:00 a.m. – Regular Meeting**

4. Items from the Floor / Public Comments

No items from the floor or public comments were received. Mr. Kevin Troutman, AMAFCA Executive Director, introduced Mr. Alan Li, the new AMAFCA Administrative Assistant. Mr. Li thanked the Board and advised he was happy to be selected for the position. The Board welcomed Mr. Li.

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5. Approval of Minutes

a. October 24, 2024

Director Taylor made a motion to approve the Minutes of October 24, 2024. Director Martinez seconded the motion, which passed unanimously (5-0).

6. Consent Agenda

Chair Brown recapped Agenda Items 6.a. through 6.m. on the Consent Agenda, which was shared on the TV 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:

- Legislative Liaison / Lobbyist Services – Second Extension with Alarid Consulting;
- On-Call Engineering Services – First Extensions with AECOM Technical Services, Inc., Bohannon Huston, Inc., Conley Engineering, LLC, Daniel B. Stephens & Associates, Inc., Molzen Corbin & Associates, Inc., Parametrix, Inc., Tetra Tech, Inc., and Wilson & Co. Inc.;
- On-Call GIS and Technology Support Services – First Extension with Stantec Consulting Services, Inc.;
- Agency and Area Wide 13 - Confirmation to Advertise for Bids;
- 2025 Association of State Floodplain Managers – Out of State Travel, New Orleans, LA, May 18-23, 2025;
- 2025 ESRI International Users Conference – Out of State Travel, San Diego, CA, July 14-18, 2025;
- Human Resources Services - Amendment One with Southwestern Human Resources Services;
- Vegetation Management Services - Advertise Request for Proposals;
- Swinburne Grade Control Structures – First Amendment for 60% Design;
- Zuni Penn Pond Project – Professional Engineering Services Agreement with Parametrix, Inc.;
- Storm Water Quality Education Coordinator - Selection Advisory Committee Recommendation of Sunny 505;
- AMAFCA Telemetry Phase 2 - Advertise Request for Proposals for Professional Engineering Services; and
- Lot 2-A, Lands of Claude Eidson – Acceptance of Drainage Easement.

Director Martinez seconded the motion. The motion passed unanimously (5-0).

7. Executive Director's Report

a. Notification of Past Month's Activities

Mr. Kevin Troutman, AMAFCA Executive Director, recapped the recent Bond Election noting 76% of those who voted during that election approved the bond question, which made it the highest in AMAFCA History. He referenced the mailout, which highlighted significant activities from the previous and current month and answered questions from the Board.

AMAFCA Office Modifications: Work continues to progress on the building. Staff moved from the east side to the new offices on the west side. There was a significant delay with the City of Albuquerque (CoA) gas line inspector. As a result, the heat in the building was off for almost an entire week during the recent cold snap. The parking lot is currently being done. Bathrooms, new

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offices, and the janitor closet have been completed. The Boardroom is close; however, the ceiling remains to be installed. The building should be accessible by December 19, 2024, for the Board meeting.

AMAFCA staffing: Mr. Alan Li had accepted the administrative assistant position and was welcomed earlier in the meeting.

University of New Mexico (UNM) North Campus: Directors Bown and Thomson as well as Mr. Troutman met with members of UNM North Campus Real Estate and Health Sciences staff. UNM is developing a North Campus master plan and were seeking input as to what would be possible with the North Diversion Channel (NDC). There was a brief discussion regarding the needs of UNM South Campus. There is a deficiency at the bridge at Cesar Chavez, where the box is too small for the design flow, and there is a potential for the flow to leave the channel. The Medical School has plans to double in size with additional need for buildings and staff.

Borrega Channel: Bernalillo County has completed remediation of the illegal landfill that occurred next to the Borrega Channel.

2025 Legislative Session: Ms. Vanessa Alarid, AMAFCA legislative liaison, notified staff that the Governor has made capital outlay available from her office. AMAFCA will be submitting a request for this outlay in addition to the usual legislative outlay process. Staff is also working with Ms. Alarid regarding adjustments to the statutory debt limit.

Sandia Pueblo: Staff worked at the North Division Channel Outfall to clean vegetation in the area at the request of the Pueblo of Sandia. On November 12, AMAFCA met with representatives from the Pueblo to review the work. Pueblo staff were accepting of what had been done. They did want AMAFCA to remove the downed limbs from the most recent snowstorm. Since that work is not associated with the flows in the NDC, AMAFCA politely declined. Immediately after the meeting, Mr. Troutman received a call from the Office of Native American Affairs at CoA. Sandia Pueblo had reached out to CoA regarding the North Diversion Channel a few months ago. Mr. Troutman stressed that AMAFCA had resolved the issues with the Pueblo of Sandia staff and AMAFCA was not a CoA department. In the future, AMAFCA will meet with representatives from the Pueblo before monsoon season to develop a baseline on what AMAFCA will be responsible for.

District 7 Coalition of Neighborhood Associations: AMAFCA was invited to speak at the District 7 Coalition of Neighborhood Associations November meeting. AMAFCA does not have any major projects planned, aside from tasks within the Agency and Area-Wide contract, within the district. As a result, there was a questions and answer session rather than a specific project discussion. The Zuni-Penn Pond project was raised since it is near the district's southern boundary. After the Meeting, Councilor Fiebelkorn spoke with Mr. Troutman regarding landscaping options along the NDC. Mr. Troutman stressed there are options; however, landscaping would need to be licensed to CoA and AMAFCA would not be responsible for maintenance.

Engineering Ethics Training: Director Thomson was kind enough to provide an Engineering Ethics training for both the staff and crew as part of AMAFCA's quarterly training program. The licensed professional engineers on staff are required to have two hours of ethics training, every two years.

There was a brief discussion regarding the expiration of the Governor's Public Health Order, if the Attorney General's Order was still valid, and if the Board was required to host the meeting via

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Zoom. Attorney Rael advised that while the Public Health Order had expired, the Ethics Commission Order that allowed participation via Zoom had not been rescinded, and the Board may choose to participate via zoom or telephone, Board members must be able to hear one another and Board members must identify themselves, and the audience must be able to hear the votes. It does not require the Public Body to host meetings via Zoom. If the entire Board hosts a meeting via Zoom, the meeting link must be provided to the public. The requirements are to advertise the time and day of the meeting.

Director Thomson thanked AMAFCA staff for their presentation on the previous day on the Anticipated Changes to the National Flood Insurance Program to include NOAA, Extreme Participation, Datum, etc. He apologized for failing to invite the AMAFCA Board of Directors. Mr. Troutman advised it was the same information provided at the September 26, 2024, meeting.

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. There were no questions.

8. 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 Budget information for Fiscal Year 2025 such as General Fund Budget to Actual; Revenues; Expenditures; and Cash & Investments. Responding to a question from the Board, Ms. Paula Dodge-Kwan advised that the vendor chosen for the Vegetation Management Program had spent the entire budget in 2 months and the work itself was not good.

Director Thomson made a motion that the Board accept the Financial Information. Director Eichenberg 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. Ms. Zuniga noted that the auditor is still asking for samples and there is a concern that the Audit will be delayed and a letter to the State Auditor will be sent.

c. Approval of Resolution 2024-24, Cash & Investment Policy

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo and answered a question from the Board.

Director Thomson made a motion that the Board approve and adopt Resolution 2024-24, Cash & Investment Policy, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Eichenberg seconded the motion. The motion passed unanimously (5-0) on a roll call vote.

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d. Procurement Policy – Review of Draft Policy

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

e. Credit Card Policy – Review of Draft Policy

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

f. Travel Policy – Review of Draft Policy

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo. There was a discussion regarding how travel should be reported to the Board, whether Board approval is needed, and the budget process. The Directors asked whether there is a function that they could / should participate in, and if so, to please let them know.

9. AMAFCA Inventory

a. Resolution 2024-27, Disposal of Inventory with Resale Value Greater than \$5,000.00

Ms. Crystal Griego, AMAFCA Director of Administration, summarized information provided in the memo and answered questions from the Board.

Director Taylor made a motion that the Board approve and adopt Resolution 2024-27, Disposal of Inventory with Resale Value Greater than \$5,000.00, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Chair Brown seconded the motion. The motion passed unanimously (4-0) on a roll call vote. Director Thomson recused himself due to his relationship with the University of New Mexico.

10. Legal

a. Status Report

Attorney Marcus J. Rael, Jr. referred the Board to the memo. There were no questions from the Board.

11. Joint Projects

a. City of Albuquerque Design Review and Construction Section Requirements – Approval of memorandum of Understanding

Mr. Jared Romero, AMAFCA Drainage Engineer, summarized information provided in the memo and answered questions from the Board. Attorney Rael confirmed the Memorandum of Understanding had been reviewed and his comments had been provided. Chair Brown noted that both he and Director Thomson had met with Councilor Nicole Rogers and updated her on what AMAFCA does and how AMAFCA fits in with the City of Albuquerque.

Director Thomson made a motion that the Board approve the Memorandum of Understanding for the Design Review and Construction Section Requirements with the City of Albuquerque. Director Taylor seconded the motion. The motion passed unanimously (5-0).

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12. AMAFCA Projects

a. Construction Report

Ms. Nicole Friedt, AMAFCA Director of Planning and Engineering, recapped items on the Construction Report and answered a question from the Board.

13. Facilities, Operations & Maintenance Update

a. AMAFCA Operations November Update

Ms. Paula Dodge-Kwan, AMAFCA Director of Operations, walked the Board through upcoming tasks within the ConceptBoard system and answered questions from the Board. Ms. Dodge-Kwan advised she is working on getting the information into the Board's monthly mailout.

14. Stormwater Quality

a. Storm Water Quality Education Coordinator – 2024 Program Review – Presentation by Sunny 505

Mr. Patrick J. Chavez, AMAFCA Stormwater Quality Engineer, introduced Ms. Dezaree Vega Garcia, President of Sunny505. Ms. Vega Garcia briefed the Board on the Storm Water Quality program and answered questions. The presentation included information on the program, including an overview, on-going events, partnerships, and digital advertising.

Chair Brown moved up Agenda Items 16 and 17 so that Director Martinez could be present for the Executive Session.

16. Executive Session (closed)

a. Purchase, Acquisition or Disposal of Real Property or Water Rights (§ 10-15-1(H)(8))

Chair Brown advised Item 16.a. was a Closed Session agenda item. The meeting was at the Balloon Fiesta Event Center with all five Directors in attendance. Director Taylor made a motion that the meeting be closed, pursuant to the Open Meetings Act, § 10-15-1 NMSA 1978, Subsection H, to preserve the confidentiality of the information to be discussed, and as further described in "*The Open Meetings Act, A Compliance Guide for New Mexico Public Officials and Citizens*," ninth edition, 2024, to discuss Purchase, Acquisition or Disposal of Real Property or Water Rights (§ 10-15-1(H)(8)). Director Martinez seconded the motion, which passed unanimously (5-0) on a roll call vote. Messrs. Troutman and West, Ms. Griego, and AMAFCA's General Counsel, remained.

Chair Brown closed the meeting at 10:44 a.m. Chair Brown asked for a motion to re-open the meeting at 11:28 a.m. Director Taylor made a motion that the meeting be re-opened. Director Thomson seconded the motion, which passed unanimously (4-0) on a roll call vote. Director Taylor stated that no action was taken during the Closed Session and only Real Estate matters were discussed. Director Martinez left right after the Closed Session, but before the vote, due to a schedule conflict.

Director Martinez left the meeting after the Closed Session at 11:28 a.m.

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17. Real Estate

a. Approval of Resolution 2024-25 – Disposal of Surplus Property Associated with the North Diversion Channel adjacent to the Los Angeles Landfill

Mr. Willie West, AMAFCA Real Estate, summarized information provided in the memo and answered a question from the Board.

Director Taylor made a motion that the Board approve and adopt Resolution 2024-25, Quitclaim of Surplus Property to the City of Albuquerque from the North Diversion Channel Right-of-Way, adjacent to the Los Angeles Landfill, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Thomson seconded the motion. The motion passed unanimously (4-0) on a roll call vote.

b. Approval of Resolution 2024-26 – Authorization to proceed with the Acquisition of Property for a Regional Drainage Facility as Part of the Calabacillas Arroyo West Branch Drainage and Management Plan

Mr. Willie West, AMAFCA Real Estate, summarized information provided in the memo. There were no questions.

Director Thomson made a motion that the Board approve and adopt Resolution 2024-26, Authorization to proceed with the Acquisition of Property for a Regional Drainage Facility as Part of the Calabacillas Arroyo West Branch Drainage and Management Plan and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Eichenberg seconded the motion. The motion passed unanimously (4-0) on a roll call vote.

Agenda Item 15 was moved.

15. AMAFCA Field Highlights

a. Field Report

Mr. Esqui Padilla, Engineering Technician, provided a report on various projects / events, answered questions from the Board, and introduced staff members from the maintenance department who were present at the meeting.

18. Unfinished Business

None

19. New Business

None

20. Adjourn

There being no further business to come before the Board, Chair Brown adjourned the meeting at 11:47 a.m.

Orlando G. Martinez, Jr., Secretary – Treasurer, 12/19/2024

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.