



Albuquerque Metropolitan Arroyo Flood Control Authority
Regular Meeting Minutes
December 19, 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, December 19, 2024, at the AMAFCA office in Albuquerque, NM.

Directors present via Zoom and / or in person Chair Ronald D. Brown – at the AMAFCA office
Director Tim Eichenberg – at the AMAFCA office
Director Orlando G. Martinez, Jr. – at the AMAFCA office
Director Elizabeth Newlin Taylor – at the AMAFCA office
Director Bruce M. Thomson – at the AMAFCA office

Directors excused: None

Attorney present via Zoom and / or in person: Marcus J. Rael, Jr., Robles, Rael & Anaya – at the AMAFCA office

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 Taylor made a motion to approve the December 19, 2024 Agenda. Director Thomson seconded the motion. The motion passed unanimously (5-0).

3. Meetings Scheduled

- a. **January 23, 2025, 9:00 a.m. – Regular Meeting**
- b. **February 27, 2025, 9:00 7:45 a.m. – Regular Meeting**
- c. **March 27, 2025, 9:00 a.m. – Regular Meeting**

Due to the timing of the proposed Bond Sale on February 27, 2025, the Board requested that the time for the start of the Board meeting begin at 7:45 a.m.

4. Items from the Floor / Public Comments

No items from the floor or public comments were received.

5. Approval of Minutes

- a. **November 21, 2024**

Director Taylor made a motion to approve the Minutes of November 21, 2024. Director Martinez seconded the motion, which passed unanimously (5-0).

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6. Consent Agenda

Director Eichenberg asked that the following items be removed from the Consent Agenda and moved to the Regular Agenda: 6.c. Real Estate Legal Counsel – Contract with Moses, Farmer, Glenn, Gutierrez & Wentz, P.C.; 6.d. Lot 32 of Block 12, Tract 2, Unit 1 of North Albuquerque Acres Subdivision - Quitclaim of Drainage Easement; and 6.f. Government Finance Officers Association Annual Conference – Out of State Travel, Washington, DC, June 29 – July 2, 2025.

Chair Brown recapped Agenda Items 6.a. and 6.b., 6.e., 6.g and 6.h. 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:

- On-Call Real Estate Appraisal Services – Third and Final Extension with PinnacleWest Investments;
- Federal Legislative Liaison / Lobbyist Services – Third and Final Extension with HROD, Inc.;
- Lot 6, Block 1, Tract 1, Unit 3, North Albuquerque Acres Subdivision - Drainage Easement;
- 2025 StormCon – Out of State Travel, Orlando, FL, August 26 – 28, 2025; and
- Storm Water Quality Education Coordinator – Contract with Sunny505.

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

6.c. Real Estate Legal Counsel – Contract with Moses, Farmer, Glenn, Gutierrez & Wentz, P.C.

Director Eichenberg introduced Ms. Kathleen Ahghar, Attorney with Moses, Farmer, Glenn, Gutierrez & Werntz, P.C. Ms. Ahghar thanked the Board for authorizing the Real Estate Legal Counsel contract with her firm.

Director Eichenberg made a motion that the Board approve the Legal Services Agreement with Moses, Farmer, Glenn, Gutierrez & Wentz, P.C. for Real Estate Legal Counsel Services. Director Thomson seconded the motion. The motion passed unanimously (5-0).

6.d. Lot 32 of Block 12, Tract 2, Unit 1 of North Albuquerque Acres Subdivision - Quitclaim of Drainage Easement

Responding to a question from the Board, Mr. Jared Romero, AMAFCA Drainage Engineer, recapped Bernalillo County's requirements for the drainage easement.

Director Eichenberg made a motion to authorize the Chair to accept the Quitclaim of Easement for Lot 31, Block 12, Tract 2, Unit 1 of North Albuquerque Acres Subdivision. Director Taylor seconded the motion. The motion passed unanimously (5-0).

6.f. Government Finance Officers Association Annual Conference – Out of State Travel, Washington, DC, June 29 – July 2, 2025

Responding to a question regarding the possibility of an AMAFCA Board Director attending the Government Finance Officers Association Annual Conference, the Board agreed that it would be feasible.

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Director Eichenberg made a motion to approve out of state travel for AMAFCA Staff and an AMAFCA Director of the Board, to attend the 2025 GFOA Annual Conference in Washington, D.C., not to exceed \$6,000.00, per person. Chair Brown seconded the motion. The motion passed unanimously (5-0).

7. Executive Director's Report

a. Notification of Past Month's Activities

AMAFCA Office Modifications: Modifications are in the final stages. Floor epoxy had been installed in the building. Installation of the ceiling in the boardroom is in progress. New stairs to the lower level should be installed by the end of the week or the first part of next week. Cleaning of the HVAC systems will occur this week and the installation of a friction coat for the epoxy floor will happen next week. Paving and carpet in the remaining two offices and the breakroom should be completed soon. On the outside of the building, the landscaping is nearing completion. The exterior stucco work is complete as well as the repairs to the entry concrete. The exterior railing is being installed. The parking lot has been paved and striped.

AMAFCA Staffing: Interviews are currently happening for the Staff Engineer position. The Development Review Engineer position is still advertised.

AMAFCA Tumbleweed Snowman: The 2024 edition of the AMAFCA Tumbleweed Snowman debuted on December 3, 2024. The Snowman was featured on the front page of the Journal the next day and received coverage from the TV new stations as well. The AMAFCA maintenance crew did an amazing job, as always, with the 2024 edition. One interesting fact that has been brought to the attention of staff is the Snowman predates the River of Lights by two years. Next year will be the 30th anniversary of the AMAFCA Snowman. It was noted that Socorro has their own version of the Tumbleweed Snowman.

Transportation Improvement Plan: The New Mexico Department of Transportation (NMDOT) identified \$15 million for the Embudo Channel in I-40 in the NMDOT Transportation Improvement Plan. Staff is unsure if this will be routed through the Agency and Area-Wide contract or through NMDOT contracts. Currently, NMDOT has not signed the agreement to participate in the Agency and Area-Wide contract. Additionally, if the project will be part of the Agency and Area-Wide contract, any special requirements associated with the Federal monies identified for the project must be handled so any additional material costs are not imposed upon the projects that do not have such requirements.

Agency and Area-Wide Flood Control Maintenance XIII: AMAFCA advertised for bids for the Agency and Area-Wide Flood Control Maintenance XIII project. Unfortunately, no bids were received by the deadline on December 5, 2024. After contacting four contractors who attended the pre-bid meeting, all indicated that they were concerned with schedule timing and the availability of their labor force for the project. They also indicated they enjoyed working with AMAFCA in the past and would like to continue in the future. Staff reduced the scope of the project by eliminating non-critical repairs while preserving the most critical repairs. Re-advertisement will begin on December 15 with the bid opening scheduled for mid-January. The non-critical repairs may be the subject of a bid package later in the year. Mr. Troutman was informed that CoA had recently experienced similar issues with no bids submitted for their advertisements.

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Conferences Related to AMAFCA Activities: Staff compiled a list of possible conferences that may interest the Board on various AMAFCA related items. The Board of Directors is authorized to reimburse individual Directors for expenses incurred by them when on Authority business with approval of the Board per §72-16-17 NMSA 1978.

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 month and answered questions from the Board.

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.

Director Eichenberg made a motion that the Board accept the Financial Information. Director Martinez 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 requested an extension for the December 15, 2024, statutory deadline. She is hopeful that the auditor's request for samples is wrapping up.

c. Approval of Resolution 2024-28, Mid-Year Budget Adjustment

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

Director Taylor made a motion that the Board approve and adopt Resolution 2024-28, Mid-Year Budget Adjustment, 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. Approval of Resolution 2024-29, Procurement Policy

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information provided in the memo and both Ms. Zuniga and Ms. Crystal Griego, AMAFCA Director of Administration, answered questions from the Board.

Director Thomson made a motion that the Board approve and adopt Resolution 2024-29, Procurement 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.

e. Approval of Resolution 2024-30, Credit Card Policy

Ms. Maria Zuniga, AMAFCA Director of Finance & Procurement, summarized information

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provided in the memo and both Mr. Troutman and Ms. Johnson answered questions from the Board.

Director Thomson made a motion that the Board approve and adopt Resolution 2024-30, Credit Card Policy, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Taylor seconded the motion. The motion passed unanimously (5-0) on a roll call vote.

f. Approval of Resolution 2024-31, Travel Policy

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

Director Taylor made a motion that the Board approve and adopt Resolution 2024-31, Travel Policy, 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.

9. AMAFCA Compensation Policy

a. Approval of Resolution 2024-32, Amendment to the AMAFCA Compensation Policy

Ms. Crystal Griego, AMAFCA Director of Administration, summarized information provided in the memo and along with Mr. Troutman and Attorney Marcus J. Rael, Jr., answered questions from the Board.

Director Thomson made a motion that the Board approve and adopt Resolution 2024-32, Amendment to the AMAFCA Compensation Policy, and authorize the Chair and Secretary-Treasurer to execute the same on behalf of AMAFCA. Director Taylor seconded the motion. The motion passed unanimously (5-0) on a roll call vote.

10. AMAFCA Bond Program

a. Results of the 2024 Election

Mr. Kevin Troutman, AMAFCA Executive Director, summarized information provided in the memo. The Board was referred to the Certification of Election sheet and results.

b. Recognition of the 2024 Bond Education Committee

Mr. Kevin Troutman, AMAFCA Executive Director, noted Mr. Daniel Aguirre, Senior Vice President with Wilson & Company, and Bond Education Committee Chair, was present. Chair Brown presented Mr. Aguirre with a plaque thanking him for all his hard work this year on the committee. Mr. Aguirre, in turn, thanked the entire Bond Election committee. Mr. Troutman advised this year there was a heavy on-line, digital advertising campaign.

11. Legal

a. Status Report

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

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12. Legislative Liaison

a. Briefing Before the 2025 Legislative Session

Ms. Vanessa Alarid with Alarid Consulting provided a verbal recap. She would try to put something in writing for the Board. She covered the \$10 billion budget; the makeup of the Legislature; the anticipated Legislative priorities and answered numerous questions from the Board.

b. Approval of Resolution 2024-33, Request to Raise Statutory Debit Limit

Mr. Kevin Troutman, AMAFCA Executive Director, summarized information provided in the memo and answered questions from the Board. Attorney Rael noted a minor correction.

Director Eichenberg made a motion that the Board approve and adopt Resolution 2024-33, Request to Raise Statutory Debit Limit, as amended, 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.

13. Series 2025 Bond Sale – Introduction

a. Bond Sale Presentation by RBC Capital Markets

Mr. Erik Harrigan, Managing Partner with RBC Capital Markets, LLC, provided a History of Assessed Valuations and Tax Rates; Current Outstanding Debt; a Time Schedule for the Bond Sale. and answered numerous questions from the Board.

b. Review of Draft Resolution – Notice of Bond Sale

Mr. Harrigan noted the current Resolution has the same language as last time; the Bond Sale date proposed is February 27, 2025. The Board noted the Bond sale is proposed for early in the day so the Board meeting time will be moved up to 7:45 a.m.

14. AMAFCA Projects

a. Construction Report

Ms. Nicole Friedt, AMAFCA Director of Planning and Engineering, recapped the Construction Report. There were no questions.

15. AMAFCA Operations

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 the Vegetation Management Program will be moved in-house to save on project costs.

16. AMAFCA Fleet

a. Authorization to Purchase Vehicles

Ms. Paula Dodge-Kwan, AMAFCA Director of Operations, summarized information provided in the memo. There were no questions.

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Director Thomson made a motion to authorize the Executive Director to purchase one of each: Compact Pick-Up Truck, Staff Vehicle, Heavy-Duty Pick-Up Truck, and a Single-Axle Dump Truck. Director Taylor seconded the motion. The motion passed unanimously (5-0).

17. AMAFCA Field Highlights

a. Field Report

Mr. Esqui Padilla, Engineering Technician, provided a report on various projects and events and answered a question from the Board.

18. Executive Session (closed)

a. Executive Director Performance Evaluation (§ 10-15-1(H)(2))

Chair Brown advised Item **18.a.** was a Closed Session agenda item. The meeting was at the AMAFCA office with all five Directors in attendance. Director Thomson 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 Personnel Matters (§ 10-15-1(H)(2)). Director Taylor seconded the motion, which passed unanimously (5-0) on a roll call vote.

Chair Brown closed the meeting at 10:56 a.m. Chair Brown asked for a motion to re-open the meeting at 11:29 a.m. Director Thomson made a motion that the meeting be re-opened. Director Martinez seconded the motion, which passed unanimously (5-0) on a roll call vote. Director Thomson advised the Board had completed an Evaluation on Mr. Troutman. The Board is pleased with his performance this year. The employment contract does not have an expiration date. The Board recommended a four percent increase.

Director Thomson made a motion to increase Mr. Troutman’s salary by four percent. Chair Brown seconded the motion, which passed unanimously (5-0).

19. Unfinished Business

None

20. New Business

None

20. Adjourn

There being no further business to come before the Board, Chair Brown adjourned the meeting at 11:32 a.m.

Orlando G. Martinez, Jr., Secretary – Treasurer, 1/23/2025

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.