

## EASTERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY

Minutes of Regular Meeting 20 September 2011

**1. Call to Order at 6:02 PM**

**2. Pledge of Allegiance led by Chairman Reyes.**

**3. Roll Call:** All present.

**4. Approval of Agenda:** No changes requested.

**5. Introduction of Guests:** Mel Bentz, ANAI; Scott Armstrong, Bohannon Huston. Not signed in but present, JoAnn English.

**6. Chairman's Report:** Chairman Reyes stated that ESCAFCA has all the tools in place for projects to move forward.

**7. Approval of Minutes: Regular Meeting and Work Session of August 16<sup>th</sup>**

Work Session of August 16, 2011: Motion to approve minutes of Work Session of August 16, 2011 made by Director Sandoval; second by Director Torres. Passed unanimously.

Regular Meeting of August 16, 2011: Motion to approve minutes of Regular Meeting of August 16, 2011 made by Director Sandoval; second by Director Torres. Passed unanimously.

**8. General Update - Engineering:**

8.1. Work Updates – Mr. Castillo reported the following:

- The second phase of ESCAFCA's work begins, which is the actual physical work that ESCAFCA has been planning.
- The membership paperwork and fees of \$1500 are ready to be given to MRCOG.
- Mr. Castillo been working diligently on the website and trying to figure out who maintains the website. He has asked Wilson & Company and another company to submit a proposal for keeping the website maintained.
- Informed the Board that the filing cabinets in the office are up to date, in order and indexed.
- Mr. Castillo has been in touch with legal counsel regarding the \$3m bond and whether the 60 day protest period can be shortened.
- Continues to attend the MS4 Pilot permit meetings. He stated that there is a letter which includes ESCAFCA in their program.
- Mr. Castillo has been working on policy and procedures regarding capital monies that are spent for professional services and how to transfer some costs to the operating funds. Mr. Reyes asked if this would be active or retroactive once the Resolution is signed. Mr. Castillo replied that it would be retroactive. Mr. Cadigan stated that ESCAFCA contractual staff can charge direct costs to the projects, specifically attorney's fees and professional fees directly related to projects. He stated that a surcharge is allowed and that 8% surcharge can come from the project fund.

8.2. Work Update – Mr. Blair stated that the ad for the RFP On-Call Engineering Services appeared in the paper and will be in the Sunday and Friday ads. The due date for proposals is on October 14, 2011. He stated that there was no money in the President's budget for the Bernalillo Levee project but there is still a chance for funding through the Senate budgets. Mr. Blair presented the Board with a copy of a newspaper article regarding the Corp of Engineer's vegetation issue. The Corps of Engineers may have available Community Assistance Funds to cost share a geotechnical investigation of the Bernalillo levee. The Board agreed to entertain a proposal at a future meeting.

8.3. Work Update – Capital Projects – Castillo/Wilson & Co.: Angela Valdez, Steve Salazar, and Mike Castillo briefed the Board on the following Wilson & Company task orders.

1. Athena Pond
2. South Hill Road Pond, (County property)
3. South Hill Road Pond, (Baylor property)
4. Bernalillo LOMR, (Completed)

5. Placitas LOMR, (Finalizing)
6. Bernalillo Conveyance, (Ongoing)
7. Algodones Master Drainage Plan, (General Discussion)

8.4. Next Steps: Mr. Castillo stated that the next steps are to study and analyze topo mapping, cost estimates, meet with effected land owners, negotiations, and public hearings.

**9. Accountants Report Discussion and Acceptance**

9.1. July 31, 2011 Monthly Financial Report: Accountant Modesto Tapia briefed the board on the correction made to the July 31, 2011 Financial Report. Motion to approve July 31, 2011 Monthly Financial Report made by Director Torres; second by Director Sandoval. Passed unanimously.

9.2. July 31, 2011 Monthly Bank Reconciliations: Accountant Modesto Tapia briefed the board on the correction made to the July 31, 2011 Bank Reconciliations. Motion to approve July 31, 2011 Monthly Bank Reconciliations made by Director Torres; second by Director Sandoval. Passed unanimously.

9.3. Aug. 31, 2011 Monthly Financial Report: Accountant Modesto Tapia briefed the board on the Aug. 31, 2011 Monthly Financial Report. Motion to approve Aug. 31, 2011 Monthly Financial Report made by Director Torres; second by Director Sandoval. Passed unanimously.

9.4. Aug. 31, 2011 Monthly Bank Reconciliations: Accountant Modesto Tapia briefed the board on the Aug. 31, 2011 Monthly Bank Reconciliations. Motion to approve Aug. 31, 2011 Monthly Bank Reconciliations made by Director Torres; second by Director Sandoval. Passed unanimously.

**10. Executive Engineer's Report:** Mr. Castillo informed the Board that the Audit Contract with Burt & Company was finalized. He stated the NMDOT has approached ESCAFCA regarding the North Interchange for possible participation. He asked the Board to give him constructive criticism.

**11. Public Comment (Limit to 3 minutes):** None.

**12. Adjourn:** Motion to adjourn made by Director Sandoval; second by Director Torres. Passed unanimously. Meeting adjourned at 8:25 PM.

Regular meeting 6 PM, Wednesday 19 October 2011, at Bernalillo Town Hall.

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Submitted by Kristi Winters

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Wayne Sandoval, Board Secretary

Audio recording is on file.