

EASTERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY

Minutes of Regular Meeting 25 October 2011

2.1. Roll Call – All present.

2.2. Call to Order at 6:03 PM.

2.3. Pledge of Allegiance led by Chairman Reyes.

2.4. Approval of Agenda: Chairman Reyes asked that Item 2.8 be removed from the agenda. Motion to accept the agenda with the removal of Item 2.8 made by Director Torres; second by Director Sandoval. Passed unanimously.

2.5. Introduction of Guests: Mel Bentz, ANAI; JoAnn English present but not signed in.

2.6. Chairman's Report: Chairman Reyes reported that Mike Castillo made a presentation to the Town of Bernalillo regarding Athena Pond and requested an approval before continuing. He stated the Town would have an answer by its next meeting. Director Torres suggested that Mr. Castillo contact Ida Fierro and have ESCAFCA added to the Town's agenda for next month.

2.7. Approval of Minutes – Aug. 16th, 2011, Meeting – Motion to approve the minutes of August 16, 2011 made by Director Torres; second by Director Sandoval. Passed unanimously.

2.8. Adoption of Resolution 2011-22; Algodones Master Drainage Plan – Item removed from agenda.

2.9. Web Site Contract – Mr. Castillo stated that two firms responded to updating and maintaining the website. He stated he called the existing webmaster (Griffin & Associates) and gave them a 30 day notice. Director Sandoval asked if someone complained about the website again. Mr. Castillo stated that the quality and content of the website needs to be addressed. Mr. Cadigan stated that Mr. Castillo needed to send a 30 day notice letter in writing. Director Torres asked how much ESCAFCA is paying a month. Mr. Castillo stated around \$300/mo. Motion to accept the website contract with Byte Services made by Director Torres; second by Director Sandoval. Passed unanimously.

2.10. Accountants Report – Mr. Castillo briefed the Board on the September 30, 2011 Monthly Bank Reconciliations and Monthly Financial Reports. Chairman Reyes asked for the reports to be simplified. Director Torres expressed concern about particular line items being over budget. He would like to see a monthly display of expenditures versus budget so that overruns could be detected before they occur. Mr. Castillo stated the final contract with Burt & Company has been signed and they are the official Auditors. He stated that in 2 weeks, ESCAFCA will be in the process of an audit. Mr. Cadigan briefed the Board on the Indirect Capital Cost Policy, which will be presented for adoption at a future meeting.

1. September 30, 2011 Monthly Bank Reconciliations – Motion to approve September 30, 2011 Monthly Bank Reconciliations made by Director Sandoval; second by Director Torres. Passed unanimously.

2. September 30, 2011 Monthly Financial Report – Motion to approve September 30, 2011 Monthly Financial Report made by Director Sandoval; second by Director Torres. Passed unanimously.

2.11. Executive Engineer's Report

2.11.1 Activity Report – Larry Blair stated he received 9 proposals in answer to the RFP for On-Call Engineering Services. He distributed the responses and asked the Board to score the proposals with the score sheets provided and mail the score sheets back to him. He stated that it was the Board's option to hold interviews and recommends that the Board pick at least 2 firms. Mr. Castillo suggested interviewing the top 3 or 4 firms based on scores. Chairman Reyes suggested sending the score sheets back to Mr. Blair by November 4. He stated the top 4 firms will be asked to be present at the next meeting and that a final decision will be made at the next Board meeting. Mr. Cadigan stated that the firms that were not within the top 4 are allowed to be present but to be prepared to answer why their firm wasn't selected. On the Las Huertas Pipeline Safety project, Mr. Blair reported that Tetra Tech is working on the second analysis on the pipeline safety. Mr. Blair is preparing the final report and a final

financial statement. He reported that the Levee Task Force submitted a report to the New Mexico Energy and Mineral Resources Interim Committee last week. He stated he will get the Board a copy of the report. He stated that the Subcommittee has drafted a set of proposed criteria for evaluating existing levees that they hope to finalize and submit to FEMA.

2.11.2 Capital Project Status – Mr. Castillo and Angela Valdez briefed the Board on the Wilson & Company task orders.

2.11.3 2012 Budget Revisions – Mr. Castillo informed the Board that they will be receiving information regarding the 2012 Budget Revisions at next month's Board meeting.

2.11.4 Regional Activity – Mr. Castillo informed the Board that he had notes from the September 16 meeting of the EPA MSA pilot program. The four major topics that were discussed in this meeting were:

- Demonstration of software
- Review of programs
- EPA updates – given by Nelly Smith
- Cost framework

Mr. Castillo reported that the NMDOT is moving forward with the I-25/US-550 Interchange. He stated that he has met with a few Engineers on the job and has discussed what ESCAFCA's role will be. He will continue to keep the Board informed as he hears more details.

2.12 Public Comment – Mel Bentz encouraged the Board to show more activity in Algodones. Chairman Reyes assured Mr. Bentz that Algodones was not off of the radar and that ESCAFCA is pursuing ways to implement the projects.

2.13 Adjourn at 7:43PM – Motion to adjourn made by Director Torres; second by Director Sandoval. Passed unanimously.

Regular meeting 6 PM, Tuesday 15 November 2011, at Bernalillo Town Hall.

Submitted by Kristi Winters

Wayne Sandoval, Board Secretary

Audio recording is on file.