

**SOUTHERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY**

**(SSCAFCA)**

**MINUTES OF MAY 21, 1991**

**REGULAR BOARD OF DIRECTORS MEETING**

**CALL TO ORDER**

The meeting of the SSCAFCA Board of Directors was called to order by Chairperson Judy Vanderstar Russell at 1:03 p.m.

Directors in attendance were Judy Vanderstar Russell, Annette Jones, Fred Coppola, and John Chaney. Guy McDowell arrived at 1:07 p.m. Bernard Metzgar, Attorney was present. Also present were Tamara Morgan, Drainage Engineer, City of Rio Rancho; Carl Berglund, Planning & Zoning Administrator, Village of Corrales, and members of the public.

A quorum was declared present.

**APPROVAL OF PRIOR MINUTES**

A motion by Annette Jones, seconded by John Chaney, to approve the minutes, as written and presented, of the regular meeting of April 16, 1991 was carried unanimously.

**APPROVAL OF AGENDA**

A motion by Annette Jones to approve the agenda as written and presented was seconded by John Chaney and carried unanimously.

**TREASURER'S REPORT**

The treasurer's report was given by Annette Jones.

1. **Payroll Tax Checks.**

Annette Jones reported that permission was needed to write the necessary checks for deposit of payroll taxes. A motion was made by Judy Vanderstar Russell to give Annette Jones authority to write necessary checks under whatever regulation SSCAFCA falls in. Motion was seconded by Guy McDowell. After a discussion, the motion by Judy Vanderstar Russell was amended to read: The person responsible

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for payroll is authorized to write necessary checks under whatever regulation SSCAFCA falls in. The amended motion was seconded by Guy McDowell and carried unanimously by roll call vote.

2. Bonding Request.

Annette Jones requested permission from the Board to procure and pay for bonding for staff members. The consensus of the Board was to have staff call the bonding company to check bonding application and amount.

3. Bank Check Signature.

Annette Jones requested that the Board allow the Executive Director to single sign bank checks for operation of office and miscellaneous expenses. A discussion followed. A motion was made by Guy McDowell to allow the Executive Director to sign single bank checks for all fixed monthly expenses and other general expenses up to a limit of \$500 within the budget approved by the Board and subject to review of this authorization with the auditor to see if it would meet the proper standards for public monies. The motion was seconded by Annette Jones and carried unanimously by roll call vote.

4. Setting Up Books.

Annette Jones requested that the Board hire a CPA that will set up the books for the future in addition to doing the audit. Judy Vanderstar Russell stated that LeRoy Arquero, Director of Administrative/Finance/Services Division of the County of Sandoval, offered to help the Authority set up books. It was suggested that Mr. Ramsey set up a meeting with Mr. Arquero for this purpose. Then, when the auditor is in, Mr. Ramsey can review the anticipated method with the auditor so that he can offer any suggestions.

5. Audit.

A motion by Annette Jones that SSCAFCA hire an auditor for the period ending June 30, 1991 was seconded by John Chaney and carried unanimously by roll call vote.

A motion was made by Annette Jones to review the accounting proposals submitted for an auditor at a closed session after the remainder of the agenda was completed and, thereafter, reopen the meeting to the public for final selection. Motion was seconded by Guy McDowell. Roll call vote: John Chaney, no; Guy McDowell, yes; Fred Coppola, no; Annette Jones, yes; Judy Vanderstar Russell, yes. Passed 3 to 2.

6. Payroll Policy.

Mrs. Jones asked whether the present policy on payroll should be changed. It was decided that the payroll will continue to be done as it is now with checks being issued the week following the end of the pay period.

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7. Time Limit on Use of Money

Mrs. Jones stated that Mr. Arquero called her this morning and said the check for \$69,500 to complete the street project in Corrales will be forthcoming within the next 7 to 10 days. This check will be placed in the special interest bearing account. Mrs. Jones stated that she would like to set a time limit on the use of the money by Corrales. Mr. Metzgar was directed to go ahead with the Joint Powers Agreement with Corrales which would take care of the matter.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's written report was given to each member of the Board and Judy Vanderstar Russell read the report concerning the following items.

1. Urban Ponds Project.

A motion by Annette Jones to keep on the table the Urban Ponds project pending a meeting with MRGCD was seconded by Guy McDowell and carried unanimously by roll call vote.

2. Corp of Engineers - Reconnaissance Study.

Gary Eyster and Tony Apodaca of the Corp of Engineers will be making a presentation at the June 18, 1991 meeting. The presentation will explain the cost, description, etc. for a proposed reconnaissance study for SSCAFCA.

Annette Jones suggested that the Board write to Senator Domenici regarding the Corp of Engineers reconnaissance study to seek his help in getting funds. It was agreed that the chairperson of the Board will send the letter.

SECRETARY'S REPORT

John Chaney requested that Pam McGrath call him whenever his signature is needed.

1. Correspondence.

A motion was made by Annette Jones that Richard Ramsey be given authorization to answer routine correspondence, and if he feels that there is a question on Board policy related to the correspondence, he will go through the chairperson for clarification prior to responding. Motion was seconded by Guy McDowell and it passed unanimously by roll call vote.

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2. Reading File.

There was a discussion covering the reading file that has been maintained at the office for review by the public. There was a consensus of the Board that the reading file will continue to be maintained where correspondence, Board minutes and related documents would be left in the file for 90 days for review by the public. Mr. Metzgar was directed to prepare a resolution on the reading file for the Board's consideration at the next meeting.

CHAIRPERSON'S REPORT

1. Meeting with Mayor Callan, Village of Corrales.

Judy Vanderstar Russell stated that a meeting on May 8, 1991 with Mayor Callan of Corrales went very well. Present at the meeting were: Judy Vanderstar Russell, Richard Ramsey, Richard Farmer, and Annette Jones. The discussion consisted of regional cooperation, considering the area as a watershed problem, and options on working with MRGCD.

A question of having three or more Board members attend meetings such as this was discussed. Mr. Metzgar informed the Board that they had to be careful not to have a quorum at a private meeting that was not duly publicized as it could be a violation of the Open Meetings Act.

2. Input From Entities on Projects.

Judy Vanderstar Russell stated that letters had been sent to the City of Rio Rancho, Village of Corrales, Town of Bernalillo and Sandoval County requesting a list of their priorities for projects.

3. State RC&D Association.

Information was distributed regarding a spring conference for RC&D on June 19, 1991 in Los Lunas in case anyone from the Board was interested in attending.

LEGAL COUNSEL REPORT

1. Drainage Policy and Memorandum of Agreement.

Mr. Metzgar stated that the policy and agreement previously distributed to Board members and made available to the public are strictly drafts and were distributed for the Board members review and comments. John Chaney requested that a copy of the draft drainage policy and agreement be sent to Dr. Heggen for his review and comment. Once the Board has received his input, it will be sent out to the various entities for review. After that, it is

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anticipated that there will be a public hearing prior to final adoption by the Board.

After some questions from the public and further discussion, Chairperson Judy Vanderstar Russell stated that it is inappropriate for phone calls from the public to Dr. Heggen to be charged to SSCAFCA. However, members of the Board can speak to staff or advisors as needed but if the person is asked to perform a task, the request should be through the Chairperson.

2. Payroll.

An update on the payroll was given. Mr. Metzgar stated that Marshall Montano, Accounting Officer, City of Albuquerque, projected the cost of \$400.00 a month to do the payroll for SSCAFCA. The City of Rio Rancho has also been asked to give SSCAFCA an estimate for doing the payroll. Mr. Metzgar reported on information that was obtained from PERA relating to employees retirement benefits. The Board may want to consider having SSCAFCA become a member of PERA after it is determined how payroll will ultimately be handled.

3. Budget.

Mr. Metzgar reviewed the proposed budget with the Board and Resolution 1991-3, Budget For Period July 1, 1991 To December 31, 1991. After discussion, a motion was made by Annette Jones to adopt the budget and resolution as presented. It was seconded by Guy McDowell and passed unanimously by roll call vote.

4. Donable Property.

Mr. Metzgar stated that the designation of agent for donable property should probably be changed to include Richard Farmer, Richard Ramsey, and Pam McGrath. He presented Resolution 1991-4, Designation Of Agent For Donable Property, and it was read by John Chaney. A motion by Annette Jones that the resolution be adopted was seconded by John Chaney and passed unanimously by roll call vote.

Resolution 1991-5, Non-Discrimination Assurances For Donable Property was also presented and read by John Chaney. A motion by Annette Jones that the resolution be adopted was seconded by Guy McDowell and passed unanimously by roll call vote.

COMMENTS FROM DIRECTORS

No comments.

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PUBLIC FORUM

No comments.

The Board of Directors open meeting was recessed at 5:32 p.m. in order to go into closed session to review the audit proposals. After the closed session, the public meeting reconvened at 5:59 p.m.

Auditor

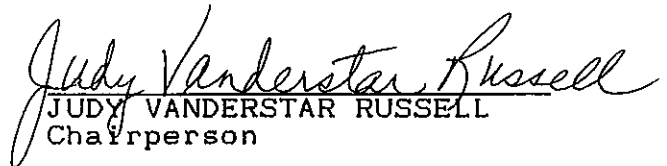
A motion was made by John Chaney to hire Ben Torres, C.P.A., to do the annual audit. Motion was seconded by Annette Jones. The Board stated that if Mr. Torres went over his proposed price, documentation would be required for the overage. Annette Jones stated that she would like to be present when the auditor is doing the audit. The motion was passed unanimously by roll call vote.

ADJOURNMENT

A motion by Annette Jones, seconded by Fred Coppola, to adjourn the meeting was carried unanimously by roll call vote. Meeting adjourned at 6:05 p.m.



JOHN CHANEY  
Secretary



JUDY VANDERSTAR RUSSELL  
Chairperson

Date Approved 6/18/91