

DRAFT

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
BOARD OF FINANCE QUARTERLY REPORT MINUTES
COMMISSION CHAMBERS
OCTOBER 17, 2013 - 5:30 PM**

1. DISCUSSION OF POSITIVE PAY
(Laura M. Montoya, Treasurer)
County Treasurer Laura Montoya requested a change on the agenda to add Financial Advisor Robert Burpo right before Item 3 to discuss bond information. Commissioner Walters motion to amend agenda, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.
Treasurer Montoya discussed extended hours from November 10th- December 10th, other payment options, and locations to make paying property taxes more convenient for Sandoval County residents.
2. DISCUSSION OF 2013 TAX ROLL
(Laura M. Montoya, Treasurer/Larry Polanis, Treasury Controller)
Treasury Controller Larry Polanis updated the Commission on 2013 tax collections.
3. DISCUSSION OF COUNTY INVESTMENTS
 - Robert M. Burpo, President, First American Financial Advisors, Inc., Portfolio Manager/County Advisor
Financial Advisor Robert Burpo briefed the Commission on the County portfolio. He thanked the Treasurers, Assessors and Finance offices' for their hard work and support.
 - Paul Dixon, NMB-T Wealth Management Vice President, Portfolio Manager
NMB-T Wealth Management Vice President, Paul Dixon reported on the County investments.
4. ADJOURN
Vice Chair Scherzinger motion to adjourn at 6:03 p.m., second by Commissioner Walters. Motion passed. Vote was unanimous.

DRAFT

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
COMMISSION CHAMBERS
OCTOBER 17, 2013 – 6 P.M.**

1. CALL TO ORDER

The meeting was called to order at 6:15 p.m.

Present were Chair Madalena, Vice Chair Scherzinger, Commissioner Chapman and Commissioner Walters. Commissioner Lucero was absent.

2. PLEDGE OF ALLEGIANCE

Pledge of allegiance was led by County Assessor Tom Garcia.

3. INTRODUCTIONS & ANNOUNCEMENTS

Chair Madalena announced his arrival back from Tulsa, Oklahoma where he attended the National Congress of American Indians. He wished many blessings to outgoing NCAI President Jefferson Keel. Chair Madalena announced a Special Meeting on October 24th at 6:00 p.m. Manager Rios announced the next Regular Commission Meeting will be on November 7th at 5:00 p.m. Chair Madalena also announced on October 18th at 10:00 am the opening of the Vietnam Traveling Wall.

4. PRESENTATIONS & PROCLAMATIONS

- Presentation of Sandoval County Community Hero Award and Proclamation to Intel
(Don Chapman, District 3 Commissioner)

Commissioner Chapman presented the Intel employees with the Sandoval County Community Hero Award. Commissioner Chapman read the proclamation.

- Proclamation Designating the Week of October 21-25, 2013 as “Red Ribbon Week”
(Peggy Cote, Community Services Director)

Director Peggy Cote introduced the DWI Program Preventionist Diana Lopez who read the proclamation designating October 21-25 “Red Ribbon Week”.

- Proclamation Designating the Week of October 21-25, 2013 as “Officer and Employee Appreciation Week”
(Al Casamento, Detention Director)

Director Al Casamento read the proclamation designating October 21-25 “Officer and Employee Appreciation Week”.

- Presentation by Museum of the American Military Family

(Dr. Circe Woessner, Executive Director; Dr. Allen Olson, Director of Operations)

Dr Circe Woessner and Dr. Allen Olson spoke about the Museum of the American Military Family. They gave background information and spoke about two projects they are currently working on. They asked Sandoval County to sponsor one of their exhibits. The Commissioners shared stories of their own personal experiences either serving in the

military or of family members that served. Commissioner Walters asked them to submit their business plan and information to Manager Rios.

5. APPROVAL OF AGENDA

Commissioner Walters motion to approve, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.

6. CONSENT AGENDA

A. Approval of Minutes from the Regular Meeting of October 3, 2013

B. Approval of the following Budget Resolution:

(1) No. 10-17-13.6B(1) / DWI Prevention Budget / Increase Budget to Reflect the Increase in Fees Collected for Treatment Workbooks, Probation, and SCRAM Bracelets and Screening

C. Approval of Grant Agreement 13-C-NR-I-03-G-013 between Sandoval County and the NM Department of Finance and Administration Local Government Division for Construction of a Multi-Purpose Exhibit Hall at the County Fairgrounds / \$460,753.55

D. Approval of Capital Outlay Grant Agreement #2014-1204 between Sandoval County and NM Aging and Long-Term Services Department to Plan, Design and Construct a New Senior Center in the Town of Bernalillo / \$250,000

E. Approval of Capital Outlay Grant Agreement #2014-1203 between Sandoval County and NM Aging and Long-Term Services Department to Purchase and Install Meals Equipment in Senior Centers Countywide / \$46,200

F. Approval of Capital Outlay Grant Agreement #2013-1195 between Sandoval County and NM Aging and Long-Term Services Department for Building Improvements for Code Compliance, including Purchase and Installation of Equipment, for Jemez Senior Center / \$56,000

G. Approval of Capital Outlay Grant Agreement #2014-1200 between Sandoval County and NM Aging and Long-Term Services Department for Building Improvements for Code Compliance, including Purchase and Installation of Equipment, for Jemez Senior Center / \$44,500

H. Approval of Capital Outlay Grant Agreement #2013-1200 between Sandoval County and NM Aging and Long-Term Services Department to Purchase and Equip Vehicles for Senior Centers Countywide / \$171,000

Commissioner Walters motion to approve, second by Commissioner Chapman. Motion passed. Vote was unanimous.

7. DIVISION OF FINANCE

(Cassandra Herrera, Director)

Request for a Motion to Adopt Resolution No. 10-17-13.7 Repealing and Replacing the General Financial Management Policies and Procedures for Sandoval County

Director Herrera requested on page 5, 3.4.1 to strike the word *purchase* and the comma following. Commissioner Walters requested a correction on page 18, 16.2 to replace *state agencies* with *Sandoval County*. Commissioner Walters requested on page 19, 16.4 to correct spelling of the word *Privately*. Commissioner Walters asked if training on new policy will be provided. Manager Rios and Director Herrera stated the Elected Officials and Directors will receive new policy and training and will be responsible for training the designated employees. Treasurer Montoya expressed her concerns with the new policy. Assessor Garcia would like to have input and be notified of changes ahead of time. Clerk Garbagni

DRAFT

would like to be told of changes or meetings that will occur. Commissioner Walters asked if there is a time constraint on approval of this resolution. Manager Rios responded that because the County is in the middle of an audit it would be best to address this as soon as possible. Commissioner Chapman agreed that Elected Officials should have input before approving. Chair Madalena asked when the audit will be complete. Manager Rios responded the audit will be completed in November.

Commissioner Walters motion to approve as amended, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.

8. COMMENTS FROM THE PUBLIC

Alexander Wymer a Rio Rancho resident expressed his concerns about possible layoffs at Intel.

9. COMMENTS FROM THE COMMISSIONERS

Commissioner Walters reminded everyone about the Vietnam Traveling Wall October 17-21. Vice Chair Scherzinger asked if the Commission will be presenting the Sandoval County Community Hero Award in December. Manager Rios stated that the County will be presenting those awards in December. Chair Madalena announced December 12th is Guadalupe Day and there will be activities in Jemez Pueblo. Commissioner Walters thanked Sandoval County employees Leticia Cruz and Mary Jo Trujillo and Manager Rios for their help with the Intel proclamation.

10. ADJOURN

Commissioner Chapman motion to adjourn at 7:50 p.m., second by Commissioner Walters. Motion passed. Vote was unanimous.

DRAFT

**SANDOVAL COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
COMMISSION CHAMBERS
OCTOBER 24, 2013 – 6:00 P.M.**

1. **CALL TO ORDER**
The meeting was called to order at 6:03p.m.
Present were Chair Madalena, Vice Chair Scherzinger, Commissioner Chapman and Commissioner Walters. Commissioner Lucero was absent.
Chair Madalena asked Martin Aguilar to lead the pledge of allegiance.
Governor of Jemez Pueblo, Vincent Toya gave the invocation.
2. **APPROVAL OF AGENDA**
Commissioner Walters motion to approve, second by Vice Chair Scherzinger.
Motion passed. Vote was unanimous.
3. **DIVISION OF PUBLIC WORKS**
(Tommy Mora, Jr., Director)
Request for a Motion to Adopt Resolution No. 10-24-13.3 Supplementing Ordinance No. 10-3-13.7 and Specifying Details of the Loan Agreement and Intercept Agreement by and between Sandoval County and the New Mexico Finance Authority Relating to a Loan in an Amount not to Exceed \$9,000,000 to Provide Funds for Landfill Projects and Acquisition of Landfill Equipment
Commissioner Chapman motion to approve, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.
4. **OFFICE OF THE COUNTY CLERK**
(Eileen Garbagni, Clerk; Eddie Gutierrez, Bureau of Elections Director)
 - A. Request for a Motion to Adopt Resolution No. 10-24-13.4A Creating New Voting Precinct 77 in Jemez Pueblo
Attorney Patrick Trujillo presented the resolution and adoption of Precinct 77 in the Pueblo of Jemez. Governor Toya thanked the Commissioners and Attorney Trujillo for their efforts.
Commissioner Walters motion to approve, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.
 - B. Request for a Motion to Adopt Resolution No. 10-24-13.4B Designating the 2014 Primary and General Election Polling Locations
County Clerk Eileen Garbagni and Director Eddie Gutierrez presented two options for the 2014 Primary and General Elections polling locations.
Director Gutierrez briefed them on cost involved with each option.
Commissioner Chapman stated he worked with Director Gutierrez and staff on polling location options. Commissioner Chapman thanked Clerk Garbagni, Director Gutierrez and staff for working together and finalizing a

DRAFT

plan that would be successful. Commissioner Chapman requested the County assist with providing more ballot machines if needed. Commissioner Walters stated the Commission will take an active role in canvassing and asked that Director Gutierrez notify them if staff is needed at polling locations. Commissioner Walters would like to be at legislature to support the Secretary of State's Office concerning funding for elections. Chair Madalena thanked Director Gutierrez and staff for their efforts. Alexander Wymer a Rio Rancho resident spoke about polling location concerns. Jean Montoya a Rio Rancho resident would like polling locations to be the same for all elections and she thanked everyone involved and feels this plan will be successful. Commissioner Walters motion to amend Table B to change Pct. No. 15 location to: Walatowa Youth Center, second by Vice Chair Scherzinger. Motion passed. Vote was unanimous. Commissioner Chapman motion to approve as amended, second by Commissioner Walters. Motion passed. Vote was unanimous.

5. ADJOURN

Commissioner Walters motion to adjourn at 6:45p.m. second by Vice Chair Scherzinger. Motion passed. Vote was unanimous.