

# SANDOVAL COUNTY ADMINISTRATIVE OFFICES



## BOARD OF COUNTY COMMISSIONERS

**SANDOVAL COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
LOCATION: ADMINISTRATIVE BUILDING COMMISSION CHAMBERS  
1500 IDALIA ROAD, BUILDING D.  
BERNALILLO, NM 87004  
MAY 10, 2023 - 6 P.M.**

**The meeting may be viewed online at  
[www.sandovalcountynm.gov](http://www.sandovalcountynm.gov).**

**Public comment will be taken in person and online at  
<http://sandovalcountynm.gov/commission/public-comment/>**

**DAVID J. HEIL**  
Chairman District 4

**MICHAEL MEEK**  
Vice Chairman, District 3

**KATHERINE A. BRUCH**  
District 1

**JAY C. BLOCK**  
District 2

**JOSHUA A. JONES**  
District 5

**WAYNE JOHNSON**  
County Manager

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND SALUTE TO NEW MEXICO STATE FLAG
3. INTRODUCTIONS & ANNOUNCEMENTS
4. APPROVAL OF AGENDA
5. PROCLAMATIONS, CERTIFICATES AND AWARDS
6. PRESENTATIONS
  - A. 2023 General Obligation Bond Pricing Certificate presentation.  
(Rob Burpo, County Financial Advisor)
  - B. UFO Historical Records Center  
(David J. Heil, District 4 Commissioner)
7. BOARD AND COMMITTEE APPOINTMENTS
8. PUBLIC COMMENT AND COMMUNICATIONS  
**Sandoval County Commissioners shall receive public comment regarding Agenda items in person or by email at <http://sandovalcountynm.gov/commission/public-comment/>**

9. APPROVAL OF CONSENT AGENDA

Approval of Regular Meeting Minutes 04/26/2023

10. ADOPTION OF ORDINANCES / PUBLIC HEARINGS

11. ADOPTION OF RESOLUTIONS

- A. Request for a Motion to Adopt Resolution No. 5-10-23.11A Supporting the “Lake Access Keeping Economies Strong” (LAKES) Act by District 5 Commissioner Joshua A. Jones and District 1 Commissioner Katherine A. Bruch.
- B. Request for a Motion to Adopt Resolution No. 5-10-23.11B for the application submission to the New Mexico Department of Transportation for the Hidden Valley Road Bridge and to approve the 5% matching funds of the NMDOT TPF funding. The Engineers Estimate has come in at \$1,303,921.25, and the County 5% matching funds would be \$65,196.06.
- C. Request for a Motion to Adopt Resolution No.5-10-23.11C Authorizing the Finance Director to withhold funds from certain Gross Receipts Tax Revenues for creation of a County Employee Healthcare Reserve Fund.  
(Rob Burpo, County Financial Advisor)
- D. Request for a Motion to Adopt Resolution No. 5-10-23.11D for Re-appointment of the District 5 Sandoval County Planning and Zoning Commissioner Mr Steve Conrad for a two-year term ending in 2025.
- E. Request for a Motion to Adopt a Resolution No. 5-10-23.11E to Appoint Ms. Amanda Pecora Sutphen to the Planning and Zoning Commission (District 1) for a two-year term beginning on April 30, 2023, and ending April 29, 2025.
- F. Request for a Motion to Approve Resolution No. 5-10-23.11F to Publish Notice of a Proposed Ordinance on the Probate Court Clerk.

12. APPROVALS

- A. Request for a Motion to award the RFP-FY23-SCTO-02 Professional Service Agreement for Portfolio Manager Services to Government Portfolio Advisors (GPA), at an annual estimated cost of \$50,100 for a four-year contract and authorize the County Treasurer to negotiate a contract.
- B. Request for a Motion to Approve the Preliminary Operating Budget for Fiscal Year 2024

13. APPROVAL OF ELECTRONIC SIGNATURES / SIGNING OF OFFICIAL DOCUMENTS
14. ANNOUNCEMENT OF THE NEXT BOARD OF COUNTY COMMISSIONERS MEETING
15. COMMISSIONERS DISCUSSION
16. CLOSED SESSION
17. ADJOURNMENT

**NOTICE TO PERSONS WITH DISABILITIES:**

If you have any questions or need accommodations to access the intranet please contact the County Manager's office at (505) 867-7500 as soon as possible.

**Sandoval County Board of County Commissioners**

**County Commission Regular Meeting**

**6. A.**

**Meeting Date:** 05/10/2023

**Requestor:** Michael Jaramillo, Administration

**Item:** Presentation

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**Summary:**

2023 General Obligation Bond Pricing Certificate presentation.  
(Rob Burpo, County Financial Advisor)

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**Attachments**

Commission 2023 GO Bonds Final Report

Pricing Certificate

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# 2023 GENERAL OBLIGATION BONDS FINAL REPORT

**Rob Burpo**  
**First American Financial**  
**Advisors, Inc.**



FIRST AMERICAN  
FINANCIAL ADVISORS, INC.

SHERMAN & HOWARD LLC

ESTABLISHED EXCELLENCE

# GENERAL OBLIGATION BOND NUMBERS

Dated Date	04/07/2023
Delivery Date	04/07/2023
Last Maturity	05/01/2027
Arbitrage Yield	2.119709%
True Interest Cost (TIC)	2.119709%
Net Interest Cost (NIC)	2.119818%
All-In TIC	2.856620%
Average Coupon	2.119818%
Average Life (years)	2.698
Duration of Issue (years)	2.625
Par Amount	1,885,000.00
Bond Proceeds	1,885,000.00
Total Interest	107,806.90
Net Interest	107,806.90
Total Debt Service	1,992,806.90
Maximum Annual Debt Service	536,077.50
Average Annual Debt Service	490,034.48



# GENERAL OBLIGATION BOND PRICING CERTIFICATE

## SANDOVAL COUNTY, NEW MEXICO GENERAL OBLIGATION BONDS SERIES 2023

### PRICING CERTIFICATE

The undersigned is the duly elected Chair of the Board of County Commissioners of Sandoval County, New Mexico (the “County”) and does certify the following:

1. On February 22, 2023, the Board of County Commissioners of the County adopted an ordinance (the “Ordinance”) authorizing the issuance of General Obligation Bonds to plan, design, upgrade, construct, remodel, furnish, equip, repair and otherwise improve library facilities within the County, and to purchase books and other library resources for libraries within the County (the “Bonds”).

2. Capitalized terms not otherwise defined herein have the meaning assigned in the Ordinance.

3. I am a duly qualified Pricing Officer under the Ordinance.

4. Pursuant to the terms of the Ordinance, I hereby make the following determinations relating to the Bonds:



# GENERAL OBLIGATION BOND PRICING CERTIFICATE

- A. The Bonds will be issued as a tax-exempt series (the “General Obligation Bonds, Series 2023”).
  - B. The initial purchaser of the Bonds shall be the New Mexico Finance Authority (the “Purchaser”) and the Bonds shall be registered in the name of such Purchaser.
  - C. The date of issuance of the Bonds shall be April 7, 2023.
  - D. The price at which the Bonds will be sold is 100% of par.
  - E. The respective maturity dates, principal amounts and interest rates of the Bonds are as set forth in Exhibit A hereto. The Record Date shall be the fifteenth day of the month next preceding the interest payment date.
  - F. The Bonds are not subject to optional or mandatory sinking fund redemption.
5. All of the requirements of Section 2(a) of the Ordinance have been met.
6. I hereby find that the terms of sale are the most advantageous reasonably available on the date and time of the pricing of the Bonds given the then existing market conditions and the stated terms of sale on such date and at such time.



# GENERAL OBLIGATION BOND PRICING CERTIFICATE

7. The Bonds shall be in substantially the form as set forth in Section 6 of the Ordinance.

DATED February 22, 2023.

SANDOVAL COUNTY, NEW MEXICO



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David J. Heil, Chair



# GENERAL OBLIGATION BOND NUMBERS

Sandoval County  
Series 2023 Library General Obligation Bond

Loan Component (LOAN)

Period Ending	Principal	Coupon	Interest	Debt Service
05/01/2024	365,000	2.200%	43,660.04	408,660.04
05/01/2025	490,000	2.140%	32,168.50	522,168.50
05/01/2026	505,000	2.100%	21,682.50	526,682.50
05/01/2027	525,000	2.110%	11,077.50	536,077.50
1,885,000			108,588.54	1,993,588.54

**\$498,397.14 :**  
**Average annual**  
**debt**



# SOURCES AND USES

## SANDOVAL COUNTY GENERAL OBLIGATION BOND SOURCES AND USES REPORT



April 7, 2023

### Sources:

New Mexico Finance Authority Loan Proceeds	\$	1,885,000.00
<b>Total Sources</b>	<b>\$</b>	<b>1,885,000.00</b>

### Uses:

Library Projects Account	\$	1,849,388.07
Cost of Issuance	\$	35,611.93
Excess Funds	\$	-
<b>Total Uses</b>	<b>\$</b>	<b>1,885,000.00</b>





FIRST AMERICAN  
FINANCIAL ADVISORS, INC



**SANDOVAL COUNTY, NEW MEXICO  
GENERAL OBLIGATION BONDS  
SERIES 2023**

**PRICING CERTIFICATE**

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A. The Bonds will be issued as a tax-exempt series (the “General Obligation Bonds, Series 2023”).

B. The initial purchaser of the Bonds shall be the New Mexico Finance Authority (the “Purchaser”) and the Bonds shall be registered in the name of such Purchaser.

C. The date of issuance of the Bonds shall be April 7, 2023.

D. The price at which the Bonds will be sold is 100% of par.

E. The respective maturity dates, principal amounts and interest rates of the Bonds are as set forth in Exhibit A hereto. The Record Date shall be the fifteenth day of the month next preceding the interest payment date.

F. The Bonds are not subject to optional or mandatory sinking fund redemption.

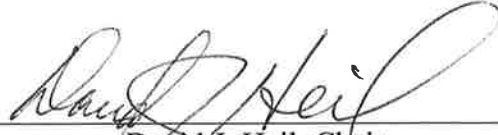
5. All of the requirements of Section 2(a) of the Ordinance have been met.

6. I hereby find that the terms of sale are the most advantageous reasonably available on the date and time of the pricing of the Bonds given the then existing market conditions and the stated terms of sale on such date and at such time.

7. The Bonds shall be in substantially the form as set forth in Section 6 of the Ordinance.

DATED February 22, 2023.

SANDOVAL COUNTY, NEW MEXICO



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David J. Heil, Chair

EXHIBIT A

**\$1,885,000**  
**Sandoval County, New Mexico**  
**General Obligation Bonds**  
**Series 2023**

<u>Maturity Date</u>	<u>Amount</u>	<u>Rate</u>
May 1, 2024	\$365,000.00	2.200%
May 1, 2025	490,000.00	2.140
May 1, 2026	505,000.00	2.100
May 1, 2027	525,000.00	2.110
	<u>\$1,885,000.00</u>	

**Sandoval County Board of County Commissioners**

**County Commission Regular Meeting**

**6. B.**

**Meeting Date:** 05/10/2023

**Requestor:** Michael Jaramillo, Administration

**Item:** Presentation

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**Summary:**

UFO Historical Records Center  
(David J. Heil, District 4 Commissioner)

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**Attachments**

*No file(s) attached.*

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**Sandoval County Board of County Commissioners**

**County Commission Regular Meeting**

**Meeting Date:** 05/10/2023

**Requestor:** Ashley Sanders, Clerk's Office

**Item:** Minutes

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**Summary:**

Approval of Regular Meeting Minutes 04/26/2023

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**Attachments**

Minutes of 04/26/2023

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**SANDOVAL COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
LOCATION: ADMINISTRATIVE BUILDING COMMISSION CHAMBERS  
1500 IDALIA ROAD, BUILDING D  
BERNALILLO, NM 87004  
APRIL 26, 2023 – 6 P.M.**

**AMENDED**

**The meeting may be viewed online at**

[www.sandovalcountynm.gov](http://www.sandovalcountynm.gov).

**Public comment will be taken in person and online at**

<http://sandovalcountynm.gov/commission/public-comment/>

1. CALL TO ORDER

Chair Heil called meeting to order at 6:00p.m. Present were Chair Heil, Commissioner Block, Commissioner Bruch, and via telecommunications Vice Chair Meek and Commissioner Jones.

2. PLEDGE OF ALLEGIANCE AND SALUTE TO NEW MEXICO STATE FLAG

Chair Heil led both the Pledge of Allegiance and the New Mexico Pledge.

3. INTRODUCTIONS & ANNOUNCEMENTS

Commissioner Jones wanted to discuss keeping our veterans in mind as they are our here fighting for our Freedoms. I had a buddy of mine I was talking to who was deployed out in Jordan and in now coming back after six months. He is a twenty-year active duty member who during his deployment was struggling with depression and some other things. There's so many of our veterans that are protecting our freedoms going through the same things. Vice Chair Meek, wanted to say thank you to all the County staff who have been working diligently in the flooding, thank you. Commission Bruch wanted to discuss that this is Mental Health Awareness month. We're going to learn more about what we're doing on substance abuse and mental health today. Please listen and see how you can support those efforts, whether as a volunteer or an advocate for anyone who needs that help. Commissioner Block discussed Military Appreciation Month. He also discussed the loss of a good friend by the name of Trevor Flint who was a colonel in the U.S. Air Force. Chair Heil discussed part of Commission Policy, there's an issue about disturbing the meeting. It is disturbing people sitting here at the Dais, it is also disturbing your neighbor. Remember to be respectful of them so they don't miss a word of what's going on here.

4. APPROVAL OF AGENDA

Commissioner Block made a motion to approve the agenda, seconded by Commissioner Bruch. Chair Heil, Vice Chair Meek, Commissioner Bruch, Commissioner Block, and Commissioner Jones, voted yes. Motion passed unanimously.

5. PROCLAMATIONS, CERTIFICATES AND AWARDS

No proclamation, certificates and awards.

6. PRESENTATIONS

A. UNM Sandoval Regional Medical Center Quarterly update  
(Jamie Silva-Stelle, President and CEO)

Jamie Silva-Stelle, President and CEO discussed the Quarterly update of the UNM Sandoval Regional Medical Center. She discussed SRMC current hospital licensure and a strategy to develop multi-campus integrated hospital with Placitas and hospital.

B. Professional Lobbyist Legislative Report  
(Lawrence J. Horan, LTD.)

Larry Horan, LTD, discussed the legislative session that recently ended. It was a 60-day legislative session we went into this year and what the outcome was for Sandoval County. There was a significant budget surpluses and new revenue coming in. On top of that because of various factors, especially after redistricting that come after essence. We had a significant number of New Legislators.

7. BOARD AND COMMITTEE APPOINTMENTS

Canvass of Election Results for the Election of a Sandoval County Representative for the New Mexico Counties (NMC) Board.

Ernestina Dominguez, Bureau of Elections Manager discussed in accordance with Article 4 of the New Mexico County's Bylaws section 2 with regards to elections, we have conducted the election required to select a County representative to serve a two-year term which would begin at the adjournment of the 2023 New Mexico County's June board of Directors meeting until the adjournment of the 2025 New Mexico County's June Annual Conference. The election was available to all Sandoval County elected officials. We only received one person that expressed interest in being a candidate, which was Commissioner Katherine Bruch, and today was that election. Ernestina Dominguez opened up the ballot box and hand counted how many ballots were presented and made the announcement that Commissioner Bruch was selected to be the representative for the New Mexico Board with four votes.

8. PUBLIC COMMENT AND COMMUNICATIONS

Several people voiced their concerns.

9. APPROVAL OF CONSENT AGENDA

A. Approval of Regular Meeting Minutes of 04/12/23

B. Approval of Special County Commission Meeting 04/14/2023

C. Approval of quarterly restrictive housing report from January 1,2023, through March 31, 2023.

Commissioner Block made a motion to approve, seconded by Commissioner Bruch. Commissioner Bruch, Commissioner Block, Commissioner Jones, Vice Chair Meek, and Chair Heil, voted yes. Motion passed unanimously.

10. ADOPTION OF ORDINANCES / PUBLIC HEARINGS

No Adoption of Ordinances/Public Hearings.

11. ADOPTION OF RESOLUTIONS

No Adoption of Resolutions.

12. APPROVALS

A. Request for a Motion to Approve the reallocation of unexpended Bond Funds from the 2019 Library Bond Issuance to assure compliance with Bond issuance regulations and authorize the County Manager in consultation with the Commission Chair and Vice Chair to reallocate these Funds should the recipients prove unable to expend funding by June 7,2024.

Commissioner Block made a motion to approve, seconded by Commissioner Bruch. Chair Heil, Vice Chair Meek, Commissioner Bruch, Commissioner Block, and Commissioner Jones, voted yes. Motion passed unanimously.

B. Request for a Motion of Approval of Authorization for OEM to submit the FY24 SHSGP grant to support supplies, training, and equipment for the SCFR K9 team, the Rio Grande Basin Heavy Technical Rescue Team, Cybersecurity, Rescue Task Force Training, and Election Security.

Commissioner Bruch made a motion to approve, seconded by Commissioner Block. Commissioner Bruch, Commissioner Block, Commissioner Jones, Vice Chair Meek and Chair Heil, voted yes. Motion passed unanimously.

13. APPROVAL OF ELECTRONIC SIGNATURES / SIGNING OF OFFICIAL DOCUMENTS

Vice Chair Meek and Commissioner Jones approved the usage of their digital signatures.

14. ANNOUNCEMENT OF THE NEXT BOARD OF COUNTY COMMISSIONERS MEETING

The Next Board of County Commissioner's Meeting is May 10th.

15. COMMISSIONERS DISCUSSION

Commissioner Block discussed the Torchlight Cancer registry, specifically aimed at ICBM missile bases and other nuclear missile bases and I want to say that the job of being a missileer to go down and that launch control center around all those materials and have that responsibility to do the unthinkable of turning keys and launching missiles killing tens of millions of people our country counted on us and we as missileer or maintenance people, we counted on our country to keep us safe and tell us the truth what type of stuff we were dealing with. Out of the total of 192 cases, 152 have been identified as missileer security forces or maintenance personnel. Commissioner Jones commented on the respect for all the Commissioner and is learning the practices of the flow of the Commission meeting. He believes a portion of the meeting designated for Commissioner comments should be utilized to discuss issues and matters that are really within the purview of Sandoval County and the Commission.

16. ADJOURNMENT

Commissioner Bruch made a motion to adjourn, seconded by Chair Heil, stand adjourned at 8:11pm.

DONE IN BERNALILLO, NEW MEXICO, COUNTY OF SANDOVAL, THIS 10<sup>th</sup> DAY OF MAY, 2023

\_\_\_\_\_  
ANNE BRADY-ROMERO, County Clerk

\_\_\_\_\_  
DAVID J. HEIL, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
MICHAEL MEEK, Vice Chairman

\_\_\_\_\_  
MICHAEL ESHLEMAN, County Attorney

\_\_\_\_\_  
KATHERINE A. BRUCH, District 1

\_\_\_\_\_  
JAY C. BLOCK, District 2

\_\_\_\_\_  
JOSHUA A. JONES, District 5

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

11. A.

**Meeting Date:** 05/10/2023  
**Requestor:** Michael Jaramillo, Administration  
**Commissioner Sponsored:** Yes  
**District:** District 1  
District 5

**Agenda:**

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**Action Requested:**

Request for a Motion to Adopt Resolution No. 5-10-23.11A Supporting the “Lake Access Keeping Economies Strong” (LAKES) Act by District 5 Commissioner Joshua A. Jones and District 1 Commissioner Katherine A. Bruch.

**Why Action Is Necessary (Summary):**

Cochiti Lake is a USACE managed recreation area which is visited by people from Sandoval and the surrounding counties.

Legislation is being introduced as a bipartisan bill sponsored by U. S. Senator Martin Heinrich of New Mexico and U. S Senator Kevin Cramer of North Dakota.

The LAKES Act would allow the USACE to:

1. Retain 80% of recreation fees collected onsite for operations and management at that location.
2. Enter into cooperative agreements with local nonprofits.
3. Handle partner-collected fees and return them to the partner jointly managing the recreation facility to reinvest onsite.

The LAKES Act would make it possible for USACE to enter into joint management partnerships with Pueblos, Tribes, and non-profits.

**Recommendations:**

Recommended Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

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## **Attachments**

Resolution 5-10-23.11A Supporting the (Lake Access Keeping Economies Strong)

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**SANDOVAL COUNTY, NEW MEXICO  
RESOLUTION NO. 5-10-23.11A**

**Supporting the “Lake Access Keeping Economies Strong” (LAKES) Act by District 5 Commissioner Joshua A. Jones and District 1 Commissioner Katherine A. Bruch.**

**WHEREAS**, local United States Army Corp of Engineers (USACE) managers cannot retain recreation fee revenues collected onsite; and

**WHEREAS**, the U.S. Forest Service, Bureau of Land Management, and National Parks service can retain these fee revenues for onsite use; and,

**WHEREAS**, New Mexico contains several USACE managed recreation areas; and,

**WHEREAS**, Cochiti Lake is a USACE managed recreation area which is visited by people from Sandoval and the surrounding counties; and,

**WHEREAS**, this legislation is being introduced as a bipartisan bill sponsored by U. S. Senator Martin Heinrich of New Mexico and U. S Senator Kevin Cramer of North Dakota; and,

**WHEREAS**, the LAKES Act would allow the USACE to:

1. Retain 80% of recreation fees collected onsite for operations and management at that location.
2. Enter into cooperative agreements with local nonprofits.
3. Handle partner-collected fees and return them to the partner jointly managing the recreation facility to reinvest onsite.

and,

**WHEREAS**, the LAKES Act would make it possible for USACE to enter into joint management partnerships with Pueblos, Tribes, and non-profits.

**NOW THEREFORE BE IT RESOLVED** by the governing body of Sandoval County, the Board of County Commissioners, does hereby express its support for the Lake Access Keeping Economies Strong Act.

PASSED, APPROVED AND ADOPTED THIS **10th** DAY OF **MAY 2023**.

SANDOVAL COUNTY COMMISSION:

\_\_\_\_\_  
David J. Heil, Chairman

\_\_\_\_\_  
Michael Meek, Vice Chairman

ATTEST:

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

\_\_\_\_\_  
Katherine Bruch, District 1

\_\_\_\_\_  
Jay C. Block, District 2

\_\_\_\_\_  
Joshua A. Jones, District 5

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Eshleman, County Attorney

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

**11. B.**

**Meeting Date:** 05/10/2023  
**Requestor:** Roseanne Varela, Public Works  
**Commissioner Sponsored:** No  
**District:** N/A - Not Commissioner Sponsored  
**Agenda:**

**Action Requested:**

Request for a Motion to Adopt Resolution No. 5-10-23.11B for the application submission to the New Mexico Department of Transportation for the Hidden Valley Road Bridge and to approve the 5% matching funds of the NMDOT TPF funding. The Engineers Estimate has come in at \$1,303,921.25, and the County 5% matching funds would be \$65,196.06.

**Why Action Is Necessary (Summary):**

Sandoval County has applied for funds from NMDOT through the TPF funding for the construction of the Hidden Valley Bridge. This bridge was closed on April 14, 2023, after a field assessment was conducted by our County Engineer Huitt Zollars. The purpose of the visit was to investigate new sinkholes behind the east abutment and to assess the overall condition and safety of the bridge crossing for the traveling public. Sandoval County Public Works was already in the design stage of replacing this bridge for the upcoming fiscal year. After the field assessment and the Jemez flooding, this bridge was closed due to safety concerns for the traveling public.

**Recommendations:**

Recommend Board of County Commission Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>Finance</b> <b>Budget</b>	<b>County</b> <b>Manager</b>	<b>Other</b>
-----	ME 5/5/2023	CCH 5/2/23	WJ 5/5/2023	-----

**Fiscal Impact**

**Budgeted? Y/N:** Y  
**Fiscal Year:** 2024/2025  
**Source of Funding:** General Road Funds

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## **Attachments**

Bridge Resolution

Bridge Assessment

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COUNTY OF SANDOVAL  
RESOLUTION NO. \_\_\_\_\_

Application to the New Mexico Department of Transportation  
Transportation Project Fund 2023/2024

**WHEREAS**, Sandoval County is requesting funding assistance from the New Mexico Department of Transportation (NMDOT) through the Transportation Project Fund (TPF) program funding for fiscal year 2024/2025; and

**WHEREAS**, the NMDOT has instituted a program for financing of projects from the TPF and has developed an application for financial assistance from NMDOT for public projects: and

**WHEREAS**, Sandoval County is eligible to apply for state funded grants necessary for the development of transportation projects including all areas for vehicular, transit, bicycle and pedestrian travel which includes, streets, roadways, bridges, crossing structures and parking facilities; and

**WHEREAS**, Sandoval County intends to undertake construction and improvements to local roadways for the benefit of the Governmental unit and its citizens; and

**WHEREAS**, Sandoval County has worked with NMDOT and the Mid-Region Council of Governments on past projects for transportation infrastructure; and

**WHEREAS**, the County commits to the 5% matching funds of the NMDOT Funding TPF Funding; and

**WHEREAS**, the County certifies this project to be a high priority and necessary for the public good and welfare; and

**WHEREAS**, the application prescribed by NMDOT has been completed and submitted to Sandoval County and this resolution approving the submission of the completed application to the NMDOT for the consideration and review is required as part of the application.

**NOW THEREFORE, BE IT RESOLVED** in the official meeting of the Sandoval County Board of Commissioners certifies, endorses and otherwise approves the resolution for the application to the New Mexico Department of Transportation for TPF Funding for a project within the limits and jurisdiction of Sandoval County.

**PASSED, APPROVED and ADOPTED** by the Board of County Commissioners on this 10<sup>th</sup> day of May, 2023.

SANDOVAL COUNTY COMMISSION:

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David J. Heil, Chairman

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Michael Meek, Vice Chairman

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Katherine Bruch, District 1

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Jay C. Block, District 2

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Joshua A. Jones, District 5

ATTEST:

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Anne Brady-Romero, County Clerk

APPROVED AS TO FORM:

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Michael Eshleman, County Attorney

PROCUREMENT REVIEW

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Cassandra Herrera, Finance Director



4/18/23

Mr. David Martinez  
Sandoval County Roads Manager  
Sandoval County Public Works

**RE: Hidden Valley Rd at Jemez Spring, NM – Condition Assessment 4/14/23**

Dear David;

On 4/14/23 Huitt-Zollars made a site visit to Hidden Valley Road bridge crossing of San Antonio Creek in La Cueva, NM. The purpose of the site visit was to investigate new sinkholes behind the east abutment and to assess the overall condition and safety of the bridge crossing for the travelling public.

During the course of the site assessment, informal interviews were conducted with several local residents and the adjacent business owners.

At the time of our site visit the available freeboard at the bridge center was approximately 3', residents informed us that recent flows had almost reached the bottom chord of the bridge structure, and there was high-water mark evidence along the adjacent overbanks to support this. From our onsite observations and the spread of flood water at the inlet control, flow conditions suggest that the bridge is hydraulically undersized for the current flows.

The sinkhole is approximately 10' east of the eastern abutment, and appears to be approximately 3-4' in depth and 4-6' across the northern (westbound) lane. The amount of voided earthen material is approximately 36 cubic feet.

The sinkhole is currently bridged by a steel plate installed by Sandoval County Public Works, and at the time of our site visit was cordoned off by traffic control devices, the east-bound lane was open to traffic.

The upstream approach to the bridge crossing has experienced significant sloughing of the upstream bank area at the east abutment. In addition to the sinkhole within the in the roadway, there are significant voids adjacent to the 4'x4' timber posts supporting the barbed wire fence, the bridge side-dam has fallen due to the sloughing, and the entire upstream bank on the north-east side is unstable and deteriorating quickly.

Our summation of the upstream condition is that there is an active flow path behind the abutment causing erosion of subgrade material behind the abutment, causing bank erosion, and removal of roadbed materials.

The downstream bank area behind the eastern abutment was then investigated to support this summation and to investigate the west-bound lane stability. A test-hole was hand dug behind the eastern abutment approximately 2' behind the abutment and approximately 1.5' above the flowing stream surface elevation. This test hole revealed liquified subgrade material with observable fluid movement and active permeability. This bank area displayed significantly increased moisture content on the earthen bank area to a height of approximately 3.5', none of the other abutment bank areas displayed similar moisture content.

From these field observations, we report the following findings:

- Significantly high flood flows have caused significantly high inlet-controlled headwaters on the upstream side of the bridge.
- There is a resulting active flowpath behind the eastern abutment, causing bank degradation, sinkholes, and loss of subgrade roadway embankment behind the abutment.
- The upstream bank of the eastern abutment is actively sloughing and is significantly unstable.

As a result of this field investigation and these findings, we recommend that this bridge is closed due to safety concerns to the travelling public. The active loss of roadway embankment behind the abutment could result in a sudden cut by the stream behind the abutment, resulting in a danger to motorists and the possible undermining of the abutment and a total bridge deck collapse.

Due to the design/structure of the existing bridge, and the active subgrade erosion, we recommend a bridge replacement rather than attempting to redesign a bridge crossing utilizing the existing infrastructure. After flooding has abated, excavation of the abutment and possible temporary backfill may be possible, but we do not recommend this as a permanent solution.

Please advise if you require any additional information at this time, site photographs with descriptions are on the following page.

Sincerely,  
HUITT-ZOLLARS, INC.



Robert Demeule, PE  
Vice President & Project Manager

**PHOTO 1 – UPSTREAM SLOUGHING**



**PHOTO 2 – SUBGRADE EROSION UNDERNEATH STEEL PLATE**



**PHOTO 3 – ACTIVE FLOW THROUGH LIQUEFIED SUBGRADE MATERIAL BEHIND ABUTMENT**



**PHOTO 3 – INLET CONTROL UPSTREAM**



**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

11. C.

**Meeting Date:** 05/10/2023  
**Requestor:** Michael Jaramillo, Administration  
**Commissioner Sponsored:** No  
**District:** N/A - Not Commissioner Sponsored  
**Agenda:**

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**Action Requested:**

Request for a Motion to Adopt Resolution No.5-10-23.11C Authorizing the Finance Director to withhold funds from certain Gross Receipts Tax Revenues for creation of a County Employee Healthcare Reserve Fund.  
(Rob Burpo, County Financial Advisor)

**Why Action Is Necessary (Summary):**

This Resolution authorizes the County Finance Director to take up to One Million Dollars from the Gross Receipts Tax Revenues that were formerly pledged to the Detention Center loan. That loan was paid in full March 27, 2023, more than four years before the final maturity of the loan. The GRT is not needed for any other budgetary purpose. The Finance Directors will create a new line item in the budget to meet certain obligations required by the County health insurer.

**Recommendations:**

Recommended Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

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**Attachments**

RESOLUTION NO. 5-10-23.11D

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SANDOVAL COUNTY, NEW MEXICO  
RESOLUTION NO. 5-10-23.11D

DIRECTING THE FINANCE DIRECTOR TO RETAIN THE FIRST ONE MILLION DOLLARS OF GROSS RECEIPTS TAX REVENUES RECEIVED FROM TAXES IMPOSED PURSUANT TO SANDOVAL COUNTY ORDINANCE 3-15-18.10A(2) FOR THE PURPOSE OF FUNDING A REQUIRED RESERVE FOR THE EMPLOYEE HEALTH CARE INSURANCE PROGRAM.

WHEREAS, Sandoval County, New Mexico (the “County”) and the Board of County Commissioners (the “Board”) enacted County Ordinance 3-15-18.10A(2), formerly known as the County Correctional Facility Gross Receipts Tax (“Tax”), on March 15, 2018; and

WHEREAS, the Board, pursuant the Ordinance, pledged those Tax revenues for the debt service on a loan in the amount of \$5,310,000 from Century Bank (the “Bonds”) for the purpose of making improvements to the Sandoval County Detention Center, and that the Bonds have been repaid in full as of March 27, 2023; and

WHEREAS, the Board desires to repurpose the first one million dollars (\$1,000,000.00) of the Tax received on and after April 1, 2023 for the purpose of funding a required Reserve Fund (“Insurance Reserve Fund”) for the County Employee’s Health Insurance program; and

WHEREAS, upon the funding of this Insurance Reserve Fund, the Board shall consider other purposes for the revenues from the Tax.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE GOVERNING BODY OF THE COUNTY OF SANDOVAL, NEW MEXICO:

Section 1. That all action (not inconsistent with the provisions hereof) heretofore taken by the Board and the officers thereof directed toward the Tax and the Bonds, be and the same is hereby ratified, approved and confirmed.

Section 2. That the County Manager, County Treasurer, County Finance Director and County Financial Advisor work together and coordinate the establishment of the Insurance Reserve Fund and replenishment of any general funds of the County should it be necessary to make deposits into the Insurance Reserve Fund prior to the receipt of sufficient Tax revenues.

Section 3. That the officers, employees and contractors of the County are hereby directed to take any necessary actions in connection with the funding of the

Insurance Reserve Fund and are authorized to take such action as may be requested by County Employee Health Insurance carrier to fulfill the obligations required in funding the Insurance Reserve Fund.

Section 4. This Resolution shall take effect immediately upon its adoption and approval.

PASSED, APPROVED AND ADOPTED THIS 10<sup>TH</sup> DAY OF MAY 2023.

SANDOVAL COUNTY COMMISSION:

\_\_\_\_\_  
David J. Heil, Chairman

ATTEST:

\_\_\_\_\_  
Michael Meek, Vice Chairman

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

\_\_\_\_\_  
Katherine Bruch, District 1

\_\_\_\_\_  
Jay C. Block, District 2

\_\_\_\_\_  
Joshua A. Jones, District 5

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Eshleman, County Attorney

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

11. D.

**Meeting Date:** 05/10/2023  
**Requestor:** Michael Jaramillo, Administration  
**Commissioner Sponsored:** Yes  
**District:** District 5  
**Agenda:**

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**Action Requested:**

Request for a Motion to Adopt Resolution No. 5-10-23.11D for Re-appointment of the District 5 Sandoval County Planning and Zoning Commissioner Mr Steve Conrad for a two-year term ending in 2025.

**Why Action Is Necessary (Summary):**

The Planning and Zoning Commission Ordinance (No. 10-1-21.9F) that requires four (4) of the seven (7) members' terms end in an even year and three (3) end in an odd year.

**Recommendations:**

Recommended Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

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**Attachments**

RESOLUTION NO. 5-10-23.11D

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**SANDOVAL COUNTY**  
**RESOLUTION NO. 5-10-23.11D**

**RESOLUTION**  
**REAPPOINTING A MEMBER TO THE SANDOVAL**  
**COUNTY PLANNING AND ZONING COMMISSION**

**WHEREAS**, the Sandoval County Board of County Commissioners (“Board of County Commissioners”) appointed a County Planning and Zoning Commission (“Planning and Zoning Commission”) for the County in 1978; and,

**WHEREAS**, the Powers, Duties and Organization of the Planning and Zoning Commission were established by Ordinance No 10-1-21.9F (“Ordinance”);

**WHEREAS**, the Ordinance requires that the Planning and Zoning Commission consist of seven (7) members to be composed of two (2) members from District 1, two (2) from District 5 and one (1) each from Districts 2, 3, & 4; and,

**WHEREAS**, Mr. Steve Conrad has served as one of the Planning and Zoning Commissioner’s from District 1 since 2018 and has agreed to serve another two (2) year term for District 5; and,

**WHEREAS**, Mr. Steve Conrad is highly qualified and has carried out the duties as a member of the Planning and Zoning Commission for over three (5) years;

**NOW THEREFORE BE IT RESOLVED**, the Sandoval County Board of Commissioners hereby reappoints Planning and Zoning Commissioner Steve Conrad for a two-year term from April 30, 2023 to April 29, 2025.

**BOARD OF COUNTY COMMISSIONERS OF SANDOVAL COUNTY**

**ATTEST:**

\_\_\_\_\_  
David J. Heil, Chairman

\_\_\_\_\_  
Michael Meek, Vice Chairman

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

\_\_\_\_\_  
Katherine Bruch, District 1

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jay C. Block, District 3

\_\_\_\_\_  
Michael Eshleman, County Attorney

\_\_\_\_\_  
Joshua A. Jones, District 5

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

11. E.

**Meeting Date:** 05/10/2023  
**Requestor:** Michael Jaramillo, Administration  
**Commissioner Sponsored:** Yes  
**District:** District 1  
**Agenda:**

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**Action Requested:**

Request for a Motion to Adopt a Resolution No. 5-10-23.11E to Appoint Ms. Amanda Pecora Sutphen to the Planning and Zoning Commission (District 1) for a two-year term beginning on April 30, 2023, and ending April 29, 2025.

**Why Action Is Necessary (Summary):**

The Planning and Zoning Commission Ordinance (No. 10-1-21.9F) that requires four (4) of the seven (7) members' terms end in an even year and three (3) end in an odd year.

**Recommendations:**

Recommended Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

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**Attachments**

RESOLUTION NO. 5-10-23.11E

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**SANDOVAL COUNTY**  
**RESOLUTION NO. 5-10-23.11E**

**APPOINTING A MEMBER TO THE SANDOVAL COUNTY  
PLANNING AND ZONING COMMISSION**

**WHEREAS**, the Sandoval County Board of County Commissioners (“Board of County Commissioners”) appointed a County Planning and Zoning Commission (“Planning and Zoning Commission”) for the County in 1978;

**WHEREAS**, the Powers, Duties and Organization of the Planning and Zoning Commission were established by Ordinance No 10-1-21.9F (“Ordinance”);

**WHEREAS**, the Ordinance requires that the Planning and Zoning Commission consist of seven (7) members to be composed of two (2) members from District 1, two (2) from District 5 and one (1) each from Districts 2, 3, & 4;

**WHEREAS**, the Ordinance requires that vacancies shall be filled by appointment of the Board of County Commissioners upon recommendation of the Commissioner within whose Commission District the vacancy occurs;

**WHEREAS**, Commissioner Katherine A. Bruch recommends Ms. Amanda Pecora Sutphen to fill the vacancy in District 1. Ms. Pecora-Sutphen resides in Placitas New Mexico;

**NOW THEREFORE BE IT RESOLVED**, the Sandoval County Board of Commissioners hereby appoints Ms. Amanda Pecora Sutphen to fill the P&Z Commission vacancy for District 1 which will expire on April 29, 2025.

**BOARD OF COUNTY COMMISSIONERS OF SANDOVAL COUNTY**

**ATTEST:**

\_\_\_\_\_  
David J. Heil, Chairman

\_\_\_\_\_  
Michael Meek, Vice Chairman

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

\_\_\_\_\_  
Katherine Bruch, District 1

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jay C. Block, District 3

\_\_\_\_\_  
Michael Eshleman, County Attorney

\_\_\_\_\_  
Joshua A. Jones, District 5

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

11. F.

**Meeting Date:** 05/10/2023  
**Requestor:** Michael Eshleman, Attorney's Office  
**Commissioner Sponsored:** No  
**District:** N/A - Not Commissioner Sponsored  
**Agenda:**

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**Action Requested:**

Request for a Motion to Approve Resolution No. 5-10-23.11F to Publish Notice of a Proposed Ordinance on the Probate Court Clerk.

**Why Action Is Necessary (Summary):**

While Sandoval County already separated the Probate Court Clerk from the County Clerk, an ordinance is necessary because of a change in state law adopted by the Legislature. This is the first step in codifying the current operation of the Probate Court Clerk.

**Recommendations:**

Approval of the resolution to publish.

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

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**Attachments**

Proposed probate court clerk ordinance  
Sandoval\_County\_Probate\_Ordinance\_publication\_resolution\_2023-05-02

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**ORDINANCE No. 06-07-23-10A**

**AN ORDINANCE  
TO PROVIDE FOR A SEPARATE CLERK OF THE PROBATE COURT**

*Whereas*, Sandoval County is a political subdivision of the State of New Mexico;  
*and*

*Whereas*, NMSA 1978, § 4-37-1 (1975) gives the Board of County Commissioners the power to “provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of any county or its inhabitants” and to make ordinances to carry out that authority; *and*

*Whereas*, the New Mexico constitution, Article 6, Section 22, provides that until otherwise provided by law, the county clerk in each county shall perform the duties of the clerks of the district courts and clerks of the probate courts; *and*

*Whereas*, from Statehood in the year 1912 through the year 1959, the County Clerk served as the Clerk of the District Court and of the Probate Court; *and*

*Whereas*, in 1959, the Legislature created the Administrative Office of the Courts, which moved duties relating to the District Court from the County Clerk to a designated District Court Clerk; *and*

*Whereas*, in 2023, the Legislature passed Senate Bill 248, which was signed into law as Laws 2023, Chapter 44; *and*

*Whereas*, the newly enacted statute amended NMSA 1978, § 34-7-22(B) (2023) provides that “The board of county commissioners of a county may by ordinance provide for a separate clerk of the probate court who shall have the power to appoint deputy clerks and the fees received by that probate court shall be deposited in the county general fund;”  
*and*

*Whereas*, in Sandoval County the functions of the Probate Court Clerk have been separated from those of the Sandoval County Clerk for some time and the Board of County Commissioners desires to codify that separation in compliance with the new state law;

**NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SANDOVAL, NEW MEXICO:**

**Section 1.** There is hereby enacted a new article in Chapter 2 of the Sandoval County Code of Ordinances as follows.

Chapter 2. Administration.  
Article VII. Probate Court.

Section 2-230. Probate Court Clerk Created.

The office of the Clerk of the Probate Court is created. The Clerk of the Probate Court shall be responsible for fulfilling the duties and responsibilities described in Chapter 34, Article 7, NMSA 1978.

Section 2-231. Deputy Probate Court Clerks.

- A. The Clerk of the Probate Court may, in coordination with the Probate Judge and the County Manager, may appoint Deputy Clerks of the Probate Court to assist in the duties of the Clerk of the Probate Court.
- B. Such deputy clerks shall have full power to perform all the duties of the Clerk of the Probate Court.

Section 2-232. Employment Status.

The Clerk of the Probate Court and all deputies shall be classified employees of Sandoval County subject to the personnel rules and regulations.

Section 2-233. Hours of Operation.

The Clerk of the Probate Court shall determine and publish on the County's website the days and times when the Probate Court shall be open and available for the filing of documents.

Section 2-234. Probate Court Fees.

All fees received by the Probate Court shall be deposited in the County General Fund.

**Section 2.** This ordinance shall be effective immediately.

Enacted June 7, 2023.

BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF SANDOVAL

\_\_\_\_\_  
David J. Heil, Chairman

\_\_\_\_\_  
Michael Meek, Vice-Chairman

\_\_\_\_\_  
Katherine Bruch, District 1 Commissioner

\_\_\_\_\_  
Jay C. Block, District 2 Commissioner

\_\_\_\_\_  
Joshua Jones, District 5 Commissioner

ATTEST:

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Eshleman, County Attorney



## **RESOLUTION NO. 5-10-23.11F**

### **RESOLUTION TO PUBLISH NOTICE OF A PROPOSED ORDINANCE ON THE PROBATE COURT CLERK**

**Whereas**, Sandoval County is a political subdivision of the State of New Mexico; and,

**Whereas**, NMSA § 4-37-1 (1975) gives the Board of County Commissioners the authority to “provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of any county or its inhabitants” and to make ordinances to carry out that authority; and,

**Whereas**, in 2023, the Legislature passed Senate Bill 248, which was signed into law as Laws 2023, Chapter 44; and,

**Whereas**, the newly enacted statute amended NMSA 1978, § 34-7-22(B) (2023) to provide that “The board of county commissioners of a county may by ordinance provide for a separate clerk of the probate court who shall have the power to appoint deputy clerks and the fees received by that probate court shall be deposited in the county general fund;” and,

**Whereas**, NMSA 1978, § 4-37-7(A) (1981) states “Ordinances shall not be submitted to the board for final passage until a majority of the members have directed that the title and a general summary of the subject matter of the proposed ordinances be published one time in a newspaper of general circulation within the county at least two weeks prior to the meeting of the board at which the ordinance is proposed for final passage. The date and time of the meeting at which the ordinance is to be considered shall also be published;” and,

**Whereas**, the Board wishes consider adoption of an ordinance to separate the functions of Probate Court Clerk from the County Clerk;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of the County of Sandoval as follows:

The County Manager is directed to publish a notice in compliance with NMSA 1978, § 4-37-7(A) (1981) giving notice that the Board is to consider an ordinance to separate the functions of Probate Court Clerk from the County Clerk.

PASSED, APPROVED AND ADOPTED THIS **10th** DAY OF **MAY 2023**.

SANDOVAL COUNTY COMMISSION:

\_\_\_\_\_  
David J. Heil, Chairman

ATTEST:

\_\_\_\_\_  
Michael Meek, Vice Chairman

\_\_\_\_\_  
Anne Brady-Romero, County Clerk

\_\_\_\_\_  
Katherine Bruch, District 1

\_\_\_\_\_  
Jay C. Block, District 2

\_\_\_\_\_  
Joshua A. Jones, District 5

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael Eshleman, County Attorney

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

**12. A.**

**Meeting Date:** 05/10/2023

**Requestor:** Michael Jaramillo, Administration

**Commissioner Sponsored:** No

**District:** N/A - Not Commissioner Sponsored

**Agenda:**

**Action Requested:**

Request for a Motion to award the RFP-FY23-SCTO-02 Professional Service Agreement for Portfolio Manager Services to Government Portfolio Advisors (GPA), at an annual estimated cost of \$50,100 for a four-year contract and authorize the County Treasurer to negotiate a contract.

**Why Action Is Necessary (Summary):**

The Motion to Award professional portfolio manager services to Government Portfolio Advisors (GPA) and authorize the Treasurer to negotiate a contract. In compliance with the Sandoval County Investment Policy, utilizing portfolio manager services is necessary in order to invest county funds.

RFP was advertised publicly on March 26, 2023.

**Recommendations:**

Recommended Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	WJ 5/5/2023	-----

**Attachments**

Signed Award Summary (Portfolio Manager)

AWARD SUMMARY

RFP FY23-SCTO-02

RFP Name: Portfolio Manager Services  
Date Advertised: March 26, 2023  
Submission Deadline: April 27, 2023  
Proposals Received: Government Portfolio Advisors

Award Recommendation:

The proposal that was submitted by Government Portfolio Advisors was both responsive and responsible in addition to meeting all the criteria set forth in this RFP. It is therefore recommended that the award go to Government Portfolio Advisors for the Portfolio Manager Services RFP.

Recommended Offeror: Government Portfolio Advisors

Procurement: Leslie Olivas 5/2/2023  
Leslie Olivas, Senior Procurement Specialist Date

Department Official: Jennifer A. Taylor 5/2/2023  
Jennifer A. Taylor, County Treasurer Date

**Sandoval County Board of County Commissioners  
Agenda Item Summary**

**County Commission Regular Meeting**

**12. B.**

**Meeting Date:** 05/10/2023  
**Requestor:** Cassandra Herrera, Finance  
**Commissioner Sponsored:** No  
**District:** N/A - Not Commissioner Sponsored  
**Agenda:**

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**Action Requested:**

Request for a Motion to Approve the Preliminary Operating Budget for Fiscal Year 2024

**Why Action Is Necessary (Summary):**

The preliminary budget is due to the NM Department of Finance and Administration, Local Government Division by May 31, 2023.

**Recommendations:**

Recommend Board of Commission Approval

**Recommended Approval:**

<b>Department</b> Director/Elected Official	<b>Attorney</b> As to Form	<b>Finance Budget</b>	<b>County Manager</b>	<b>Other</b>
-----	ME 5/5/2023	CCH 5/3/23	WJ 5/5/2023	-----

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**Fiscal Impact**

**Budgeted? Y/N:** Y  
**Fiscal Year:** 23/24  
**Source of Funding:** General Fund  
**Additional Fiscal Impact Information:**  
Total General Fund impact of \$56,116,383

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**Attachments**

FY 2024 Preliminary Recapitulation

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COUNTY OF SANDOVAL  
FISCAL YEAR 07/01/23 - 06/30/24

CLASS A  
CLASSIFICATION OF COUNTY

Number of Employees: 23 525  
PART-TIME FULL-TIME

154,015  
POPULATION

	FINAL VALUATION:		OPERATING TAX RATE:	COLLECTION RATE:	PRODUCTION:
RESIDENTIAL	3,910,139,158	X	0.005995	X 96.77% =	22,682,508
NON-RESIDENTIAL	1,012,444,695	X	0.009925	X 96.77% =	9,724,367
<b>TOTAL PRODUCTION =</b>					<b>32,406,875</b>

BUDGET RECAPITULATION							
DFA Code	FUND (1)	GENERAL LEDGER # (2)	UNAUDITED BEGINNING CASH BALANCE (3)	BUDGETED FUND REVENUES (4)	BUDGETED FUND TRANSFERS (5)	BUDGETED FUND EXPEND. (6)	ESTIMATED FUNDING FUND CASH BALANCE (7)
11000	General Fund	1010	13,557,627.87	50,659,171.00	(24,470,832.76)	(31,545,843.00)	8,200,123
	<b>General Fund Reserves 3/12</b>		<b>\$7,886,460.75</b>				
20400	Road	2010	5,400,000.00	11,267,582.70	4,700,000.00	(18,075,029.60)	3,292,553
	<b>Road Reserves 1/12</b>		<b>\$1,506,252.47</b>				0
20800	Farm & Range	2020-06-030	13,416.66	4,999.34	0.00	(18,416.00)	0
26000	2021 ARPA Federal Funding	2021-02-306	18,316,433.00	0.00	0.00	(18,316,433.00)	0
29000	LATCF Federal Funding	2022-02-316	2,217,495.00	0.00	0.00	(2,217,495.00)	0
29900	Loan Debt Service Account	2040-06-034	6,500,000.00	0.00	1,021,175.64	(1,021,176.00)	6,500,000
29900	Capital Outlay Projects	2041-02-171	9,491,334.00	0.00	2,050,000.00	(5,130,627.00)	6,410,707
29900	2021 PW & Capital Proj Loan	2042-03-203	803,351.00	0.00	0.00	(803,351.00)	0
29900	2019 Equipment Loan	2043-03-204	287,960.27	2,000.00	0.00	(289,960.00)	0
50200	Solid Waste Fund	2050-06-038	2,600,000.00	7,095,409.58	(1,934,334.00)	(6,343,879.00)	1,417,197
20200	Landfill Closure Fund	2060-06-039	1,626,188.00	3,000.00	333,333.00	(1,962,521.00)	0
50200	New Cell Development Fund	2061-	1,038,666.00	0.00	333,333.00	(1,371,999.00)	0
50200	New Landfill Road Fund	2062	1,381,666.00	0.00	333,333.00	(1,714,999.00)	0
22500	Co. Clerk Equip. Rec.	2070-07-011	1,454,000.00	186,000.00	0.00	(646,988.00)	993,012
22600	Detention Fund	2090-16-040	4,700,000.00	4,866,825.00	6,500,000.00	(12,643,787.00)	3,423,038
20700	E-911 Comm.	2130-17-041	0.00	221,866.00	1,381,100.00	(1,507,103.00)	95,863
22000	Indigent Claims	2250-15-042	5,310,000.00	3,555,000.00	0.00	(6,144,962.00)	2,720,038
20300	Property valuation	2300-08-043	2,000,000.00	1,400,000.00	0.00	(1,357,882.00)	2,042,118
22600	Juvenile Detention	2350-02-044	1,654,000.00	150,000.00	406,112.00	(812,224.00)	1,397,888
21800	CYFD Juvenile Continuum	2351-15-045	33,000.00	321,502.00	48,071.00	(377,573.00)	25,000
21700	Recreation	2380-02-046	11,000.00	10,220.00	0.00	(15,282.00)	5,938
29900	SaCo Project Fund	3010-01-048	404,480.00	0.00	338,238.00	(742,718.00)	0
21800	SaCo Departmental Grants	3020-22-020	388,393.88	0.00	0.00	(388,393.88)	0
21800	Sheriff's Over-Time Grant	3040-10-015	0.00	236,510.00	0.00	(236,510.00)	0
29900	Sheriff's CARE Prog.	3050-10-049	1,580.17	0.00	0.00	(1,580.00)	0
79900	Sheriff's Organizations	3060-10-050	450.00	0.00	0.00	(450.00)	0
21100	Law Enforcement	3080-10-052	20,000.00	183,500.00	0.00	(203,500.00)	0
29900	Comcast Cable Comm.	3200-02-054	65,209.00	19,200.00	0.00	(12,000.00)	72,409
29900	GIS Mapping Fees	3210-12-055	19,987.00	5,900.00	0.00	(24,972.00)	915
20900	EMS/Fire Dept	4010-17-058	1,600,000.00	3,208,808.12	2,900,000.00	(6,852,775.00)	856,033
22200	SaCo 1/4% Fire Fund	4011-17-059	1,118,345.00	1,560,000.00	(525,115.60)	(2,153,229.00)	0
20900	South District Fire	4012-17-060	582,936.64	477,063.36	0.00	(1,060,000.00)	0.00
21800	Fire District - Grant Funding	4013-17-061	1,125,000.00	0.00	0.00	(1,125,000.00)	0.00
20900	Pena Blanca Fire Dist.	4014-17-062	7,000.00	90,733.00	0.00	(97,733.00)	0.00
20900	Ponderosa Fire Dist.	4015-17-063	455,286.60	311,978.40	0.00	(767,265.00)	0.00
20900	La Madera Fire Dist.	4016-17-065	124,087.00	100,813.00	0.00	(224,900.00)	0
20900	La Cueva Fire Dist.	4017-17-066	236,790.00	185,210.28	0.00	(422,000.00)	0
20900	Torreon Fire Dist.	4019-17-071	58,148.00	63,852.00	0.00	(122,000.00)	0
20900	Zia Pueblo Fire Dist.	4020-17-073	57,948.00	63,852.00	0.00	(121,800.00)	0
20900	Regina Fire Dist.	4021-17-074	303,274.00	201,626.00	0.00	(504,900.00)	0
20600	Sandoval county EMS	4035-17-076	0.00	15,674.00	0.00	(15,674.00)	0
20600	Santo Domingo EMS	4037-17-078	0.00	8,791.00	0.00	(8,791.00)	0
20600	Jemez Pueblo EMS	4038-17-079	0.00	9,258.00	0.00	(9,258.00)	0
20600	La Cueva EMS	4039-17-081	0.00	7,014.00	0.00	(7,014.00)	0
20600	Ponderosa EMS	4041-17-083	0.00	7,901.00	0.00	(7,901.00)	0
20600	La Madera EMS	4042-17-084	0.00	5,026.00	0.00	(5,026.00)	0
20600	Regina EMS	4043-17-085	0.00	5,002.00	0.00	(5,002.00)	0

**BUDGET RECAPITULATION**

DFA Code	FUND (1)	GENERAL LEDGER # (2)	UNAUDITED BEGINNING CASH BALANCE (3)	BUDGETED FUND REVENUES (4)	BUDGETED FUND TRANSFERS (5)	BUDGETED FUND EXPEND. (6)	ESTIMATED FUNDING FUND CASH BALANCE (7)
20600	Pena Blanca EMS	4044-17-086	55.12	0.00	0.00	0.00	55
20600	Torreon EMS	4045-17-087	0.00	5,053.00	0.00	(5,053.00)	0
20600	Navajo Nations EMS	4049-17-183	58.70	0.00	0.00	0.00	59
20900	SaCo Fire	4170-17-090	93,327.00	95,773.00	0.00	(189,100.00)	0
21800	Wildland Reimbursement	4241-17-172	614,325.00	20,000.00	0.00	(634,325.00)	0
21800	Homeland Security Grant	4450-17-092	903,802.00	0.00	0.00	(903,802.00)	0
21800	Community Health Prog.	5000-15-999	30,000.00	85,121.00	101,502.00	(216,623.00)	0
21800	Substance Abuse Prev.	5010-15-999	62,673.45	0.00	0.00	0.00	62,673
22300	DWI Grant	5020-15-999	300,000.00	1,164,159.00	384,914.00	(1,631,501.00)	217,572
21800	Permanent Supportive Housing Pro	5050-15-999	25,000.00	365,461.00	120,493.00	(510,954.00)	0
29900	SC Animal Shelter (New)	5060-15-999	125,000.00	72,500.00	255,319.00	(452,819.00)	0
21800	NMDOH Health Council-State	5100-15-192	68,167.00	62,952.00	0.00	(118,167.00)	12,952
21900	Senior Support Program	5250-15-124	350,000.00	0.00	2,776,833.00	(3,126,833.00)	0
21900	Senior Citizens	5260-15-999	177,334.23	1,302,669.77	0.00	(1,480,004.00)	0
21900	Senior Ancillary Program	5270-15-999	0.00	231,052.70	106,177.30	(337,230.00)	0
21800	Local Economic Development Grant	6011-14-181	5,404,796.98	750,000.00	0.00	(6,154,796.56)	0
52800	El Zocalo	6020-14-057	200,000.00	113,490.00	0.00	(194,414.00)	119,076
29900	Fairgrounds Management	6030-06-140	92,388.00	40,000.00	21,000.00	(153,388.00)	0
21800	Tourism Cooperative Marketing	6090-14-142	12,298.00	6,000.00	0.00	(18,298.00)	0
21400	Lodgers Tax Fund	6110-14-145	22,000.00	12,500.00	0.00	(25,969.00)	8,531
29900	Cell Tower Fees	6130-13-147	249,580.21	35,000.00	0.00	(284,580.00)	0
29900	P&Z Subdivision Fee	6131-13-167	23,796.27	5,000.00	0.00	(23,796.00)	5,000
30100	2019 Public Safety Bond	6140-23-155	668,876.00	3,000.00	0.00	(668,876.00)	3,000
30100	2019 Public Safety Project Bond	6141-23-157	1,280,585.03	5,000.00	0.00	(1,280,585.00)	5,000
30300	Legislative Funding	6500-20-148	0.00	7,940,555.00	0.00	(7,940,555.00)	0
29900	Economic Development Project	6504-14-199	2,344,888.00	110,000.00	0.00	(2,454,888.00)	0
29900	Economic Development Incentive	6505-14-200	1,839,858.00	800.00	0.00	(1,840,658.00)	0
30100	2021 Library GO Bond	6507-21-208	1,492,973.33	10,000.00	0.00	(1,502,973.00)	0
30100	2022 Library GO Bond	6508-21-XX	1,885,000.00	7,000.00	0.00	(1,885,000.00)	7,000
29900	Landfill Project Loan	8234-06-180	141,410.00	200.00	0.00	(141,610.00)	0
	<b>GENERAL FUND &amp; MISC. TOTAL:</b>		<b>103,373,245.41</b>	<b>98,954,574.25</b>	<b>(2,819,348.42)</b>	<b>(161,614,719.04)</b>	<b>37,893,752.20</b>
40200	Debt Service Fund	8102-00-000	639,713.16	3,000.00	2,361,397.94	(2,361,397.94)	642,713
40100	G.O.B. Debt Service	8104-00-000	511,049.17	3,693,062.04	0.00	(3,690,062.04)	514,049
40300	La Cueva VFD Loan 2021 - NMFA	8108-00-000	457,984.91	46,669.72	0.00	(46,669.72)	457,985
40300	NMFA Reserve-Landfill Project Lo	8112-00-000	759,389.28	9,600.00	0.00	(45.00)	768,944
40300	South Fire Loan 2021 - NMFA	8114-00-000	117.75	27,201.64	0.00	(27,001.64)	318
40300	Ponderosa Fire Loan 2021-NMFA	8116-00-000	594.07	27,431.60	0.00	(27,426.60)	599
40200	2016 PILT Bond Refunding	8132-00-000	656,184.90	10,000.00	0.00	(1.00)	666,184
30500	2018 Detention Loan Debt Service	8142-00-000	0.00	0.00	0.00	0.00	0
40300	2020 Fire Protection Loan	8143-00-000	45,858.31	1.00	275,115.60	(275,115.60)	45,859
40200	2020 Refunding PILT Bond	8144-00-000	163,417.34	2,100.00	0.00	(9.00)	165,508
29900	Investment Income (Interest)	8317 to 8319	1,081,599.49	303,200.00	0.00	0.00	1,384,799
	<i>Flow-Through **Info only**</i>						
79900	Sandoval AMI-Kids Maintenance	8314-00-000	88,772.73	1,000.00	0.00	(88,772.00)	1,001
79900	Refunding Detention AMI	8136	160,000.00	2,000.00	182,834.88	(182,834.88)	162,000
79900	AMI-Rental	8138	0.00	2,231.00	0.00	0.00	2,231
79900	Tax Payment Account	8190	2,208,696.98	138,800,000.00	0.00	(138,800,000.00)	2,208,697
79900	Inmate Custodial Account	8390	150,022.27	212,000.00	0.00	(362,022.00)	0
70300	Rio Transit GRT-Flow-Through	9120	0.00	3,452,000.00	0.00	(3,452,000.00)	0
70300	Intel/LEDA State GRT flow-through	9130	0.00	15,100,000.00	0.00	(15,100,000.00)	0
	<b>DEBT SERVICE AND CAP PROJECTS TOTAL:</b>		<b>6,923,400</b>	<b>161,691,497</b>	<b>2,819,348</b>	<b>(164,413,357)</b>	<b>7,020,888</b>
	<b>GRAND TOTAL &gt;&gt;&gt;&gt;</b>		<b>\$110,296,645.77</b>	<b>\$ 260,646,071.25</b>		<b>\$ (326,028,076.46)</b>	<b>\$ 44,914,640.56</b>