



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2024- 15**

**DISPOSITION OF CAPITAL ASSETS**

**WHEREAS**, the Valencia County Board of Commissioners met in a regular meeting, at the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031 on Wednesday, February 7<sup>th</sup>, 2024 at 5:00 p.m.; and,

**WHEREAS**, pursuant to NMSA 1978 Section 4-38-1 (1884) the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

**WHEREAS**, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

**WHEREAS**, NMSA 1978 Section 13-6-1 (2013) declares that a County may dispose of tangible personal property by public auction so long as the property is of a current resale value of five thousand dollars (\$5,000) or less and is worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use by the County; and,

**WHEREAS**, NMSA 1978 Section 13-6-2 declares that a County may dispose of tangible personal property of a current resale value of five thousand dollars (\$5,000) or more by public auction if the sale or disposition has been approved by the Local Government Division of the Department of Finance and Administration for local public bodies; and,

**WHEREAS**, NMSA 1978 Section 13-6-2 declares that prior approval by the Local Government Division of the Department of Finance and Administration is not required if the tangible personal property is to be used as a trade-in or exchange pursuant to the provisions of the Procurement Code [13-1-28 to 13-1-199 NMSA 1978]; and,


**WHEREAS**, a designated committee of at least three Valencia County Officials has declared that all of the tangible personal property that is the subject of this resolution meets the criteria set forth in NMSA 1978, Section 13-6-1 (A) (2013) and Section 13-6-2 and each member has duly sworn and subscribed under oath of its finding.

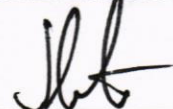
**NOW THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Valencia County that:

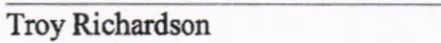
1. It finds that the property described or represented by attached Exhibit I hereto and incorporated with this Resolution by reference consists of property owned by the County of Valencia with varying resale values (none greater than \$13,000) that are worn-out, unusable or obsolete to the extent that the items are no longer economical or safe for continued use by the County;
2. A copy of this Resolution and Exhibit I shall be sent to the State Auditor and the Local Government Division of the Department of Finance and Administration at least 30 days before the disposal of the property pursuant to NMSA 1978, Section 13-6-1 (B) (2) (2013) and Section 13-6-2;
3. A copy of this Resolution, Exhibit I, and the findings of the committee shall be made a permanent part of the official minutes of the County and maintained as a public record subject to the Inspection of Public Records Act;
4. The property described or represented in Exhibit I shall be disposed of either by public auction, traded-in for credit for the purchase of new vehicle(s), released to New Mexico Counties insurance claims, re-purposed for parts, thrown away or recycled, if not purchased via public auction;

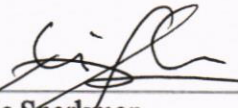
**APPROVED, ADOPTED, AND PASSED** on this 7th day of February, 2024.

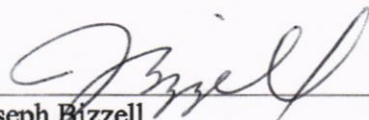
**BOARD OF COUNTY COMMISSIONERS**


  
Gerard Saiz  
Chair, District I

  
Jhonathan Aragon  
Vice-Chair, District V

  
Troy Richardson  
Commissioner, District II

  
Morris Sparkman  
Commissioner, District III

  
Joseph Bizzell  
Commissioner, District IV

ATTEST:  
  
Mike Milam, County Clerk





# RESOLUTION 2024- 15

## EXHIBIT I - FY 2024 CAPITAL ASSETS DISPOSAL LISTING

### Vehicles

| Asset # | Department     | Plate   | Year | Make  | Model            | VIN #             | Mileage | Method of Disposal                | Current Market Value (Under \$5,000) | Actual Cash Value (Before Deductible) |
|---------|----------------|---------|------|-------|------------------|-------------------|---------|-----------------------------------|--------------------------------------|---------------------------------------|
| 58091   | Public Works   | G-59779 | 2003 | Chevy | ETV- School Bus  | 1GBJG310231226627 |         | Donation- Midwest NM Cap          | \$0                                  |                                       |
| 58090   | Public Works   | G-59575 | 2003 | Chevy | CTGV- School Bus | 1FDWE45FX3HB79388 |         | Donation- Midwest NM Cap          | \$0                                  |                                       |
| 58223   | Animal Control | G-82231 | 2011 | Chevy | Silverado        | 1GB0KVCY2BF163964 |         | Donation- Village of Bosque Farms | \$4,070                              |                                       |
| 58441   | Sheriff        | 00210G  | 2017 | Ford  | Explorer         | 1FM5K8ARXHGC07795 |         | Insurance- Total Loss Claim       |                                      | \$9,777                               |
|         | Sheriff        | 00206G  | 2017 | Ford  | Explorer         | 1FM5K8AR1HGC07796 |         | Insurance- Total Loss Claim       |                                      | \$9,777                               |

### Equipment

| Asset # | Department | Make   | Model | Description  | Method of Disposal | Trade-In Credit Estimate from Dealer |
|---------|------------|--------|-------|--------------|--------------------|--------------------------------------|
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL185 | Mobile Radio |                    | yes                                  |
|         | Sheriff    | Harris | XL186 | Mobile Radio |                    | yes                                  |

Disposal Form



# ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

## Section A – Departmental Staff Details: Please Print

| Department       | Department Director | Department's Asset Coordinator: |            |
|------------------|---------------------|---------------------------------|------------|
|                  |                     | Last Name                       | First Name |
| Sheriff's Office | Denise Vigil        | Noah                            | Jeff       |

## Section B – Asset Details ( may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: \_\_\_\_\_ Sale, trade, or dispose

Transferring Asset from(Dept) \_\_\_\_\_ N/A \_\_\_\_\_ to (Dept) \_\_\_\_\_ N/A \_\_\_\_\_

| Asset Number, If known   | Serial Number / Tag # | Asset Description | Asset Location | Asset had been assigned to: (may need to update HR file) | HR / IT approval | If Vehicle: Fleet Manager must sign off | Hard Drive Wiped (not just reformatted)* (Yes/No/NA) |
|--------------------------|-----------------------|-------------------|----------------|--|------------------|---|--|
| see attached or fill in: |                       |                   |                |  |                  |   |  |
| See Attached             |                       |                   | Sheriff        | N/A  |                  | N/A                                     | N/A  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |
|                          |                       |                   |                |  |                  |   |  |

## Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

| Name of Member #1  | Position         | Signature | Date       |
|--------------------|------------------|-----------|------------|
| Jeff Noah          | Undersheriff     |           | 12-13-23   |
| Name of Member #2  | Position         | Signature | Date       |
| Lt Curtis Espinoza | Lieutenant       |           | 12-13-23   |
| Name of Member #3  | Position         | Signature | Date       |
| Rustin Porter      | VC asset manager |           | 12-13-2023 |

## Section D: To be filled out by Finance Department :

| Name of Person Approving | Position         | Signature | Date       |
|--------------------------|------------------|-----------|------------|
| Lorena Trujillo          | Finance Director |           | 01-29-2024 |

Requires OSA approval? (Y/N) \_\_\_\_\_ Request sent: \_\_\_\_\_ Approval Received \_\_\_\_\_ Attach related documents

Requires DFA approval? (Y/N) \_\_\_\_\_ Request sent: \_\_\_\_\_ Approval Received \_\_\_\_\_ Attach related documents

Requires Commission approval? (Y/N) \_\_\_\_\_ Approval Received \_\_\_\_\_ Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

\*State Statutes specific to computer equipment apply

Will not work on the state 700 system and not capable  
of being multi band

| <b>Make</b> | <b>Model</b> | <b>Serial Number</b> |
|-------------|--------------|----------------------|
| Harris      | XL185        | A40312028395         |
| Harris      | XL185        | A40312028405         |
| Harris      | XL185        | A40312028341         |
| Harris      | XL185        | A40312028342         |
| Harris      | XL185        | A40312028319         |
| Harris      | XL185        | A40312028338         |
| Harris      | XL185        | A40312028394         |
| Harris      | XL185        | A40312033734         |
| Harris      | XL185        | A40312028404         |
| Harris      | XL185        | A40312028308         |
| Harris      | XL185        | A40312028310         |
| Harris      | XL186        | A40312028340         |





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(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.  
(Does not require Disposal Committee consensus)

### Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

| Department | Department Director | Last Name | First Name |
|------------|---------------------|-----------|------------|
| VC Sheriff | Jeff Noah           | Porter,   | Rustin     |

### Section B – Asset Details ( may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Entity Transfer to Midwest New Mexico CAP

Transferring Asset from(Dept) Valencia County to (Dept) Midwest NM CAP

| Asset Number, If known   | Serial Number / Tag # | Asset Description  | Asset Location | Asset had been assigned to: (may need to update HR file) | HR / IT approval | If Vehicle: Fleet Manager must sign off | Hard Drive Wiped (not just reformatted)* (Yes/No/NA) |
|--------------------------|-----------------------|--------------------|----------------|--|------------------|---|--|
| see attached or fill in: |                       |                    |                |  |                  |   |  |
| 58441                    | 1FM5K8ARXHGC07795     | 2017 Ford Explorer | VC Sheriff     |  |                  |   | N/A  |
| 58442                    | 1FM5K8AR1HGC07796     | 2017 Ford Explorer | VC Sheriff     |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |
|                          |                       |                    |                |  |                  |   | N/A  |

### Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

| Name of Member #1 | Position                   | Signature | Date    |
|-------------------|----------------------------|-----------|---------|
| Rustin Porter     | Asset Disposal Coordinator |           | 1/29/24 |
| Name of Member #2 | Position                   | Signature | Date    |
| Jeff Noah         | Undersheriff               |           | 1-29-24 |
| Name of Member #3 | Position                   | Signature | Date    |
| Orlando Montoya   | HR Director                |           | 1/29/24 |

### Section D: To be filled out by Finance Department :

| Name of Person Approving | Position         | Signature | Date       |
|--------------------------|------------------|-----------|------------|
| Loretta Trujillo         | Finance Director |           | 01-29-2024 |

Requires OSA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

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Copy to Departmental Asset Committee Member

\*State Statutes specific to computer equipment apply





## ASSET DISPOSAL / TRANSFER FORM

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(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.  
(Does not require Disposal Committee consensus)

### Section A – Departmental Staff Details: Please Print

### Department's Asset Coordinator:

| Department   | Department Director | Last Name | First Name |
|--------------|---------------------|-----------|------------|
| Public Works | Lina Benavidez      | Porter,   | Rustin     |

### Section B – Asset Details ( may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Entity Transfer to Midwest New Mexico CAP

Transferring Asset from(Dept) Valencia County to (Dept) Midwest NM CAP

| Asset Number, if known   | Serial Number / Tag # | Asset Description          | Asset Location  | Asset had been assigned to: (may need to update HR file) | HR / IT approval | If Vehicle: Fleet Manager must sign off | Hard Drive Wiped (not just reformatted)* (Yes/No/NA) |
|--------------------------|-----------------------|----------------------------|-----------------|--|------------------|---|--|
| see attached or fill in: |                       |                            |                 |  |                  |   |  |
| 58091                    | 1GBJG310231226627     | 2003 Chevy ETV- School Bus | VC Public Works |  |                  |   | N/A  |
| 58090                    | 1FDWE45FX3HB79388     | 2003 Chevy CTV- School Bus | VC Public Works |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |
|                          |                       |                            |                 |  |                  |   | N/A  |

### Section C – Disposal Committee members:

### To be signed & dated at Disposal Committee Meeting:

| Name of Member #1 | Position                   | Signature | Date    |
|-------------------|----------------------------|-----------|---------|
| Rustin Porter     | Asset Disposal Coordinator |           | 1/29/24 |
| Name of Member #2 | Position                   | Signature | Date    |
| Lina Benavidez    | Public Works Director      |           | 1/29/24 |
| Name of Member #3 | Position                   | Signature | Date    |
| Orlando Montoya   | HR Director                |           | 1/29/24 |

### Section D: To be filled out by Finance Department :

| Name of Person Approving | Position         | Signature | Date       |
|--------------------------|------------------|-----------|------------|
| Loretta Trujillo         | Finance Director |           | 01-29-2024 |

Requires OSA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

\*State Statutes specific to computer equipment apply





# ASSET DISPOSAL / TRANSFER FORM

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(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.  
(Does not require Disposal Committee consensus)

## Section A – Departmental Staff Details: Please Print

## Department's Asset Coordinator:

| Department        | Department Director | Last Name | First Name |
|-------------------|---------------------|-----------|------------|
| VC Animal Control | Jess Weston         | Porter,   | Rustin     |

## Section B – Asset Details ( may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Village of Bosque Farms

Transferring Asset from(Dept) \_\_\_\_\_ to (Dept) \_\_\_\_\_

| Asset Number, If known   | Serial Number / Tag # | Asset Description       | Asset Location    | Asset had been assigned to: (may need to update HR file) | HR / IT approval | If Vehicle: Fleet Manager must sign off | Hard Drive Wiped (not just reformatted)* (Yes/No/NA) |
|--------------------------|-----------------------|-------------------------|-------------------|--|------------------|---|--|
| see attached or fill in: |                       |                         |                   |  |                  |   |  |
| 58441                    | 1GB0KVC2BF163964      | 2011 Chevrolet CK2 2500 | VC Animal Control |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |
|                          |                       |                         |                   |  |                  |   | N/A  |

## Section C – Disposal Committee members:

## To be signed & dated at Disposal Committee Meeting:

| Name of Member #1 | Position                   | Signature | Date    |
|-------------------|----------------------------|-----------|---------|
| Rustin Porter     | Asset Disposal Coordinator |           | 1/29/24 |
| Name of Member #2 | Position                   | Signature | Date    |
| Jess Weston       | Animal Control Director    |           | 1-29-24 |
| Name of Member #3 | Position                   | Signature | Date    |
| Orlando Montoya   | HR Director                |           | 1/29/24 |

## Section D: To be filled out by Finance Department :

| Name of Person Approving | Position         | Signature | Date       |
|--------------------------|------------------|-----------|------------|
| Loretta Trujillo         | Finance Director |           | 01-29-2024 |

Requires OSA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Yes Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

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