

#### VALENCIA COUNTY BOARD OF COUNTY COMMISSIONERS RESOLUTION NO. 2024- 44

#### 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, September 18<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 18th day of September, 2024.

#### **BOARD OF COUNTY COMMISSIONERS**

Gerard Saiz
Chair, District I

Morris Sparkman

Commissioner, District III

Troy Richardson

Vice-Chair, District II

Joseph Bizzell

Commissioner, District IV

Christian Garcia

Commissioner, District V

lam, County Clerk

Page 2 of 2



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 <u>not</u> require Disposal Committee consensus)

Section A Departmental Staff Details: Please Print  Department			Department Director				s Asset Coordinator:	
			Department Di	rector	Last Nam	ne First Nan		ne
VC Fire Dept		Matthe	Matthew Propp		Porter, Rus		stin	
Short Descri		ch alternative documents, a Transfer: <u>Transfer/Donati</u>		-		olleç	je	
	Serial Number / Tag #	Asset Description	Asset Location	Asset had been ass (may need to update	igned to:		If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
	1HT5DADROVH494853	1997 International Fire Engine	VC Fire		2 2 17 10			N/A
								N/A
								N/A
								N/A
								N/A
								N/A
								N/A
								N/A
Section C - Disc	oosal Commmitte me	mbers:		To be signed & date	ed at Dien	neal C	ommittee Meeti	no:
Name of Memb		Position		Signature			Date / /	iig.
Rus	tin Porter	Asset Disposal Cod	ordinator				9/11/2	4
Name of Member #2		Position		Signature		Date		
Matthew Propp		VC Fire Chi	ef	MI			9/4/24	
Name of Memb	er #3	Position		Signature //			Date	
Dann	y Monette	VC County Mar	nager	O.M.			9/11/24	
Section D: To be	e filled out by Finance	e Department :						
Name of Person	Approving	Position		Signature		Call I	Date	
Lore	tta Trujillo	Finance Direc	ctor	I Doug	afl		09-11-202	ч
Requires OSA a	pproval? (Y/N) No	Request sent: N/A	Approval Re	NI/A			locuments	1
Requires DFA a	pproval? (Y/N) No	Request sent: N/A		NI/A	Attach rela	ited c	locuments	
Requires Comm	ission approval? (Y/i		eceived N/A	Attach relate				
•								
_		estruction, sales proceeds, ordinator, Finance Departm						

\*State Statutes specific to computer equipment apply

**Copy to Departmental Asset Committee Member** 



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!)

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Department			Department Director		Department's Asset Coordinator:  Last Name First Name			
VC Fire Dept			Matthew Propp					
		ch alternative documents, a	_					
Transfering a	Asset from(Dept)			to (Dept)				
Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been ass (may need to upda		HR / IT epproval	If Vehicle: Fleet Manager must sign off	Hard Drive Wipe (not just reformatted)* (Yes/No/NA)
7.5 8.114.104. 97.105.71	1HTMKAZR56H165428	2006 International Fire Engine	VC Fire		1000			N/A
								N/A
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								N/A
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Section C – Disc	osal Commmitte me	mhers:		To be signed & date	ad at Diana	ani c	a manalata a B.B. a Al	
Name of Memb		Position		Signature	eu at Dispo	sai C	Date /	ing:
Rustin Porter		Asset Disposal Cod	ordinator		_	9/4/24		· ·
Name of Member #2		Position		Signature		Date		
Matthew Propp		VC Fire Chief		1110			9/11/24	
Name of Memb	er #3	Position		Signature			Date	
Dann	y Monette	VC County Manager		WAS			9/11/24	
Section D: To be	e filled out by Financ	e Department :						
Name of Person	Approving	Position		Signature			Date	
Loret	ta Trujillo	Finance Direct	tor	Casto	Main?		09/11/20	24
Requires OSA a	pproval? (Y/N) No	Request sent: N/A	Approval R		Attach rela			
Requires DFA a	proval? (Y/N) NO	Request sent: N/A		D244	Attach rela			
	instantanta (147)	N) Yes Approval Re					~ - att : #11 96	

\*State Statutes specific to computer equipment apply

Copy to Departmental Asset Committee Member

Original completed form to Asset Coordinator, Finance Department



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!)

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Section A – Departmental Staff Details: Please Print  Department		Matthew Propp		Last Nam	e	nt's Asset Coordinator: First Name		
Short Descri		ch alternative documents, a						
Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location			HR / IT approval	if Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
	3D6WU7CL9BG540095	2011 Dodge 5500 Brush Truck	VC Fire					N/A
	1FDAF57P55AE16980		VC Fire					N/A
								N/A
								N/A
								N/A
								N/A
						_		N/A
								N/A
		1						
Section C – Disp Name of Memb	oosal Commmitte me	mbers: Position		To be signed & date	ed at Dispo	osal C		ng:
Rustin Porter		Asset Disposal Cod	ordinator	Signature		_	7/u /20	
Name of Member #2		Position	J. Gilliator	Cianatura				
Matthew Propp		VC Fire Chie	ef	Signature / M			9/11/2Y	
Name of Member #3		Position		Signature	100			T 17
Danny Monette		VC County Manager		/ Va A			Date	) u
Section D: To b	e filled out by Finance			6			9,71171	<u> </u>
Name of Persor	Approving	Position		Signature		Date		
Lore	tta Trujillo	Finance Direc	tor <	Sanetta	Shout	4	09/11/20.	24
Requires OSA a	pproval? (Y/N) No	Request sent: N/A	Approval Re		Attach rela		7	1
Requires DFA a	pproval? (Y/N) NO	Request sent: N/A		NI/A	Attach rela			
	ission approval? (Y/N		eceived N/A		ed docume			

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Section B – Asset Details ( may attach alternative documents, as long as all information is included)  Short Description of Disposal or Transfer/Donation to Pueblo of Laguna  Transfering Asset from(Dept)  Asset Number, Serial Number / Tag   Asset Description   Asset Location   Asset Location   Asset Add been assigned to: (may need to update HR file)   #   #   #   #   #   #   #   #   #	Section A - Departmental Staff Details: Please Print  Department			Department Director		Department's Asset Coordinator: Last Name First Name			
Short Description of Disposal or Transfer; Transfer/Donation to Pueblo of Laguna  Transfering Asset from(Dept)  Asset Number, Serial Number / Tag # Asset Description # Asset Location Asset had been assigned to: (may need to update HR file) # # Manager must sign off # Manager must sign off # Manager must sign off # N/A									
## (may need to update HR file)  ## Manager must reform re	Short Descri	ption of Disposal or		_	of Laguna				
Section C – Disposal Committee members:  N/A  Section C – Disposal Committee members:  Name of Member #1  Rustin Porter  Asset Disposal Coordinator  Name of Member #2  Matthew Propp  VC Fire Chief  Name of Member #3  Position  Signature  Date  Matthew Propp  VC Fire Chief  Signature  Date  Matthew Propp  VC Fire Chief  Signature  Date  Matthew Propp  VC Fire Chief  Signature  Date  Attach related documents	if known	Serial Number / Tag #	Asset Description	Asset Location		ALCOHOLD STATE			Imak bush
Section C - Disposal Committee members:  Name of Member #1 Position  Rustin Porter Asset Disposal Coordinator  Name of Member #2 Position  Matthew Propp  VC Fire Chief  Name of Member #3 Position  Danny Monette  VC County Manager  Signature  Date  1 1 24  Name of Member #3 Position  Signature  Date  Signature  Date  5 W C County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A Approval Received N/A Attach related documents		1HTMKAZR67H457431	2007 International Fire Engine	VC Fire					N/A
Section C – Disposal Commmittee members:  Name of Member #1  Rustin Porter  Asset Disposal Coordinator  Name of Member #2  Position  Signature  Date  Matthew Propp  VC Fire Chief  Name of Member #3  Position  Signature  Date  Date  Oute  Date  Da									
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Section C – Disposal Committee members:  Name of Member #1 Position Signature Date Rustin Porter Asset Disposal Coordinator Name of Member #2 Position Signature Date Matthew Propp VC Fire Chief Signature Date Danny Monette VC County Manager  Section D: To be filled out by Finance Department: Name of Person Approving Loretta Trujillo Finance Director Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents									N/A
Section C - Disposal Committee Meeting:  Name of Member #1 Position Signature Date  Rustin Porter Asset Disposal Coordinator  Name of Member #2 Position Signature Date  Matthew Propp VC Fire Chief 9 9 4 2 4  Name of Member #3 Position Signature Date  Danny Monette VC County Manager 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9									N/A
Name of Member #1 Position Signature Date Rustin Porter Asset Disposal Coordinator  Name of Member #2 Position Signature Date Matthew Propp VC Fire Chief  Name of Member #3 Position Signature Date Danny Monette VC County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving Position Signature Date Loretta Trujillo Finance Director  Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents									N/A
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Rustin Porter  Asset Disposal Coordinator  Name of Member #2  Position  Signature  Date  Matthew Propp  VC Fire Chief  Name of Member #3  Position  Signature  Date  Date  Date  VC County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A  Approval Received  N/A  Approval Received  N/A  Attach related documents						ed at Dispo	osai C		ng:
Matthew Propp  VC Fire Chief  Name of Member #3  Position  Danny Monette  VC County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A Approval Received N/A Attach related documents	Rus	tin Porter	Asset Disposal Cod	ordinator	1			9/11/24	
Matthew Propp  VC Fire Chief  Position  Signature  Danny Monette  VC County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A Approval Received N/A Attach related documents	Name of Member #2		Position		Signature	717	THE ST	Date	
Name of Member #3  Position  Signature  Date  Date  VC County Manager  Section D: To be filled out by Finance Department:  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A Approval Received N/A Attach related documents	Matthew Propp		VC Fire Chief		1116				
Section D: To be filled out by Finance Department :  Name of Person Approving  Loretta Trujillo  Finance Director  Requires OSA approval? (Y/N) NO  Request sent: N/A Approval Received N/A Attach related documents	Name of Member #3		Position		Signature			2/5-2/4 L	
Name of Person Approving Position Signature Date  Loretta Trujillo Finance Director Popular 2024  Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents	Dann	y Monette	VC County Manager		W			9/11/24	
Loretta Trujillo Finance Director  Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents	Section D: To be	e filled out by Finance	e Department :						
Loretta Trujillo Finance Director  Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents	Name of Person	Approving	Position					Date	4,1.10
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	Requires DFA a	proval? (Y/N) NO	Request sent: N/A		N I / A	Attach rela	ted d	locuments	
Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents	Requires Comm	ission approval? (Y/I	Yes Approval Re						

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