



**VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2024- 64**

**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 18<sup>th</sup> day of September, 2024.

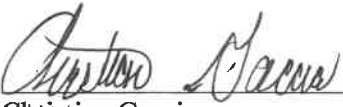
**BOARD OF COUNTY COMMISSIONERS**


  
Gerard Saiz  
Chair, District I

  
Troy Richardson  
Vice-Chair, District II

  
Morris Sparkman  
Commissioner, District III

  
Joseph Bizzell  
Commissioner, District IV

  
Christian Garcia  
Commissioner, District V

  
ATTEST:  
Mike Milam, County Clerk





# 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's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	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 Central New Mexico Community College

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:							
	1HT5DADROVH484853	1997 International Fire Engine	VC Fire				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		9/11/24
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief		9/11/24
Name of Member #3	Position	Signature	Date
Danny Monette	VC County Manager		9/11/24

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

Name of Person Approving	Position	Signature	Date
Loretta Trujillo	Finance Director		09-11-2024

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No 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

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's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	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 Grant County

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:							
	1HTMKAZR56H165428	2006 International Fire Engine	VC Fire				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		9/11/24
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief		9/11/24
Name of Member #3	Position	Signature	Date
Danny Monette	VC County Manager		9/11/24

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

Name of Person Approving	Position	Signature	Date
Loretta Trujillo	Finance Director		09/11/2024

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No 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

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
VC Fire Dept	Matthew Propp	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 City of Santa Fe

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:							
	3D6WU7CL9BG540095	2011 Dodge 5500 Brush Truck	VC Fire				N/A
	1FDAF57P55AE16980	2005 Ford F550 Brush Truck	VC Fire				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		9/11/24
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief		9/11/24
Name of Member #3	Position	Signature	Date
Danny Monette	VC County Manager		9/11/24

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

Name of Person Approving	Position	Signature	Date
Loretta Trujillo	Finance Director		09/11/2024

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No 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

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's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	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 Pueblo of Laguna

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:							
	1HTMKAZR67H457431	2007 International Fire Engine	VC Fire				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		9/11/24
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief		9/11/24
Name of Member #3	Position	Signature	Date
Danny Monette	VC County Manager		9/11/24

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

Name of Person Approving	Position	Signature	Date
Loretta Trujillo	Finance Director		09-11-2024

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No 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