

Incorporated County of Los Alamos
Authorized Signers on Bank and Investment Accounts
August 2018

- A.** The following individuals are authorized signers for the accounts listed below, with two signatures required for most (see notes below) check disbursement transactions.

Arthur H. (Harry) Burgess III, County Manager
Steven S. Lynne, Deputy County Manager
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Thomas Vigil, Accounting Operations Manager
Margot Liberty, Senior Management Analyst

	Institution	Account Name/Purpose	Account # For Finance Use Only
1.	Los Alamos National Bank	General Checking, Savings and CD Accounts	
2.	Los Alamos National Bank	Landfill Closure Reserve	
3.	Los Alamos National Bank	Employee Flexible Spending Account	
4.	Los Alamos National Bank	GRT Revenue Bond Debt Service Account	
5.	Los Alamos National Bank	Utility Resource Pool Checking	
6.	Los Alamos National Bank	Library Gift Funds	
7.	Los Alamos National Bank	County Manual Checks	
8.	Los Alamos National Bank	LA County Ambulance Billing	
9.	Los Alamos National Bank	Safe Deposit Box #2230000-1-1087	
10.	Los Alamos National Bank	NMEDD LEDA	
11.	First National Bank of Santa Fe	Savings and CD Accounts	
12.	Wells Fargo Bank	Debt Service Accounts	
13.	Wells Fargo Bank	Debt Service Bond Reserve	
14.	Wells Fargo Bank	Purchasing Card Clearing Account	
15.	Bank of Albuquerque, N.A.	Loan Reserve – NMFA Loan	
16.	Bank of Albuquerque, N.A.	Trustee Account for Certain Investments	
17.	State Treasurer’s Pool (LGIP)	General County Pooled Equity Accounts	
18.	State Investment Council	Permanent Fund	
19.	State Investment Council	Cemetery Fund	
20.	State Investment Council	General County Pooled Equity	
21.	Public Trust Advisors, LLC	Authorized Investments	
22.	New Mexico Finance Authority	Trustee Account – NMFA Loan	

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- B.** The following individuals are authorized signers for the **Bank of Albuquerque Reclamation and Decommissioning Trust** accounts, which is used by the Department of Public Utilities for costs associated with the San Juan decommissioning and mine reclamation.

Steven S. Lynne, Deputy County Manager
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Margot Liberty, Senior Management Analyst
Thomas Vigil, Accounting Operations Manager
Robert Westervelt, Deputy Utility Manager Finance and Admin
Catherine D'Anna, Business Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
23.	Bank of Albuquerque, N.A.	LA County Reclamation Trust	
24.	Bank of Albuquerque, N.A.	LA County Decommissioning Trust	

- C.** The following individuals are authorized signers for the **Small Purchase Checking** account with a maximum transaction amount of \$250.00. Checks are issued to individuals authorized by the departments, and used to expedite the purchase of services and small items not stocked in the warehouse.

Steven S. Lynne, Deputy County Manager
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Margot Liberty, Senior Management Analyst
Thomas Vigil, Accounting Operations Manager
Annalisa Miranda, Chief Purchasing Officer
Carmela Salazar, Senior Buyer
Lillie Martinez, Buyer
Billy Baum, Buyer

	Institution	Account Name/Purpose	Account # For Finance Use Only
25.	Los Alamos National Bank	Small Purchase Checking	

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- D.** The following individuals are authorized signers for the **Municipal Court Bond** account, which is used to account for bonds posted and then refunded or forfeited.

Alan S. Kirk, Municipal Judge
Juanita McNiel, Court Administrator
Steven S. Lynne, Deputy County Manager
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Margot Liberty, Senior Management Analyst

	Institution	Account Name/Purpose	Account # For Finance Use Only
26.	Los Alamos National Bank	Municipal Court Bond Account	

- E.** The following individuals are authorized signers for the **Employee Fund** account.

Shirley Huber, Office Specialist
Bernadette Martinez, Senior Human Resources Technician
Margot Liberty, Senior Management Analyst

	Institution	Account Name/Purpose	Account # For Finance Use Only
27.	Los Alamos National Bank	Employee Fund Account	

- F.** The following Individuals are authorized signers for the **Police Operations Savings**, which is used for discretionary purposes by the Los Alamos Police Department.

Oliver Morris, Police Commander
James S. Rodriguez Jr., Police Sergeant
Karen Kendall, Budget and Performance Manager
Margot Liberty, Senior Management Analyst

	Institution	Account Name/Purpose	Account # For Finance Use Only
28.	Los Alamos National Bank	Police Operations Savings	

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- G.** The following individuals are authorized signers for the **LA Crimestoppers** account, which is used for discretionary purposes by the Los Alamos Police Department.

Oliver Morris, Police Commander
Preston Ballew, Police Commander
James S. Rodriguez, Police Sergeant
Karen Kendall, Budget and Performance Manager
Margot Liberty, Senior Management Analyst

	Institution	Account Name/Purpose	Account # For Finance Use Only
29.	Los Alamos National Bank	LA Crimestoppers	

This list of Authorized Signers was approved by County Council on _____

David Izraelevitz, Council Chair

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H. The following is some additional information concerning certain County bank accounts. The numbering schema below corresponds with the numbered account from tables A-G of this document;

	Institution	Account Name/Purpose	Notes to Account
1.	Los Alamos National Bank	General Checking, Savings and CD Accounts	Two signatures are required on checks.
4.	Los Alamos National Bank	GRT Revenue Bond Debt Service Account	Account required by bond covenants.
5.	Los Alamos National Bank	Utility Resource Pool	Account required by DOE
8.	Los Alamos National Bank	LA County Ambulance Billing	To segregate incoming ambulance receipts from the third-party ambulance billing company.
9.	Los Alamos National Bank	Safe Deposit Box #2230000-1-1087	Safe deposit box was established in 1976 for the purpose of a time capsule. Safe Deposit Box may not be accessed until the tri-centennial in 2076.
10.	Los Alamos National Bank	NMEDD LEDA	Was established to comply with LEDA Ordinance and statute requiring the County to deposit the State Contribution into a clearly identified bank account.
12.	Wells Fargo Bank	Debt Service Clearing Accounts	Account required by bond covenants.
13.	Wells Fargo Bank	Debt Service Bond Reserve	Account required by bond covenants.
14.	Wells Fargo Bank	P-Card Clearing Account	Was established for clearing payments made through the Wells one Purchasing Card Program.
15.	Bank of Albuquerque, N.A.	Loan Reserve – NMFA Loan	Was established pursuant to the NMFA loan agreements.
16.	Bank of Albuquerque, N.A.	Trustee Account for Certain Investments	Was established as a general trustee account for holding County investments.
17.	State Treasurer's Pool (LGIP)	General County Pooled Equity Accounts	Account is maintained with the State Treasurer's Local Government Investment Pool for short-term investments depending on yield (used similar to checking or savings account)
18.	State Investment Council	Permanent Fund	Maintained within the State Investment Council's Long-term Investment Pool to facilitate accounting of long-term funds.
19.	State Investment Council	Cemetery Fund	Maintained within the State Investment Council's Long-term Investment Pool to facilitate accounting of long-term funds.
20.	State Investment Council	General County Pooled Equity	Maintained within the State Investment Council's Long-term Investment Pool to facilitate accounting of long-term funds.
21.	Public Trust Advisors, LLC	Authorized Investments	Acknowledges that the County has contracted with Public Trust Advisors to purchase securities from qualified brokers on the County's behalf – all purchased securities are then held with a third-party trustee – Bank of Albuquerque
22.	New Mexico Finance Authority	Trustee Account – NMFA Loan	Was established pursuant to the NMFA loan agreements.
23.	Bank of Albuquerque, N.A.	LA County Reclamation Trust	To account for the Department of Public Utilities' share of decommissioning costs for the coal mine supplying the San Juan Power Plant.
24.	Bank of Albuquerque, N.A.	LA County Decommissioning Trust	To account for the Department of Public Utilities' share of the mine reclamation for the San Juan Power Plant.