

Incorporated County of Los Alamos
Authorized Signers on Bank and Investment Accounts
October 29, 2019

- 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
Mauricia J. Chavarria-Quam, Accounting Operations Manager
Julie Brothers, Accounting Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
1	Enterprise Bank & Trust	General Checking, Savings and CD Accounts	
2	Enterprise Bank & Trust	Landfill Closure Reserve	
3	Enterprise Bank & Trust	Employee Flexible Spending Account	
4	Enterprise Bank & Trust	GRT Revenue Bond Debt Service Account	
5	Enterprise Bank & Trust	Utility Resource Pool Checking	
6	Enterprise Bank & Trust	Library Gift Funds	
7	Enterprise Bank & Trust	County Manual Checks	
8	Enterprise Bank & Trust	LA County Ambulance Billing	
9	Enterprise Bank & Trust	Safe Deposit Box #2230000-1-1087	
10	Enterprise Bank & Trust	NMEDD LEDA	
11	Enterprise Bank & Trust	Deposits Held for Others	
12	Wells Fargo Bank	Debt Service Accounts	
13	Wells Fargo Bank	Debt Service Bond Reserve	
14	Wells Fargo Bank	Purchase 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	

- 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

Mauricia J. Chavarria-Quam, Accounting Operations Manager
 Julie Brothers, Accounting Operations Manager
 Robert Westervelt, Deputy Utility Manager Finance and Admin
 Heather Garcia, 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
 Mauricia J. Chavarria-Quam, Accounting Operations Manager
 Julie Brothers, Accounting Operations Manager
 Annalisa Miranda, Chief Procurement Officer

	Institution	Account Name/Purpose	Account # For Finance Use Only
25	Enterprise Bank & Trust	Small Purchase Checking	

- 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.

Elizabeth K. Allen, Municipal Judge
 Juanita McNeil, Court Administrator
 Steven S. Lynne, Deputy County Manager
 Helen M. Perraglio, Chief Financial Officer
 Melissa Meyer, Deputy Chief Financial Officer
 Karen Kendall, Budget and Performance Manager
 Mauricia J. Chavarria-Quam, Accounting Operations Manager
 Julie Brothers, Accounting Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
26	Enterprise Bank & Trust	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
 Helen M. Perraglio, Chief Financial Officer

Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Mauricia J. Chavarria-Quam, Accounting Operations Manager
Julie Brothers, Accounting Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
27	Enterprise Bank & Trust	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
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Mauricia J. Chavarria-Quam, Accounting Operations Manager
Julie Brothers, Accounting Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
28	Enterprise Bank & Trust	Police Operations Savings	

- 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 Jr., Police Sergeant
Helen M. Perraglio, Chief Financial Officer
Melissa Meyer, Deputy Chief Financial Officer
Karen Kendall, Budget and Performance Manager
Mauricia J. Chavarria-Quam, Accounting Operations Manager
Julie Brothers, Accounting Operations Manager

	Institution	Account Name/Purpose	Account # For Finance Use Only
29	Enterprise Bank & Trust	LA Crimestoppers	

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

Sara Scott, Council Chair

H. The following is 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	Enterprise Bank & Trust	General Checking, Savings and CD Accounts	Two signatures are required on checks.
2	Enterprise Bank & Trust	Landfill Closure Reserve	Established to meet the financial assurance requirement for owners of solid waste facilities.
3	Enterprise Bank & Trust	Employee Flexible Spending Account	Used to administer the Flex Spending program, which include cards issued to employees.
4	Enterprise Bank & Trust	GRT Revenue Bond Debt Service Account	Account required by bond covenants.
5	Enterprise Bank & Trust	Utility Resource Pool Checking	Account required by DOE.
6	Enterprise Bank & Trust	Library Gift Funds	Used to administer any money or property given as a gift, trust, bequest or endowment to the library.
7	Enterprise Bank & Trust	County Manual Checks	Used to issue manual checks on-demand based on the manual check procedure and guidelines.
8	Enterprise Bank & Trust	LA County Ambulance Billing	To segregate incoming ambulance receipts from the third-party ambulance billing company.
9	Enterprise Bank & Trust	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	Enterprise Bank & Trust	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.
11	Enterprise Bank & Trust	Deposits Held for Others	Account used for securities held on behalf of others.
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	Purchase 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.
25	Enterprise Bank & Trust	Small Purchase Checking	Account used to expedite the purchase of services and small items not stocked in the warehouse. Transaction amount must be \$250.00 or less.
26	Enterprise Bank & Trust	Municipal Court Bond Account	To account for bonds posted and then refunded or forfeited.
27	Enterprise Bank & Trust	Employee Fund Account	Account designated for employee appreciation activities.
28	Enterprise Bank & Trust	Police Operations Savings	Account is used for discretionary spending by LAPD.
29	Enterprise Bank & Trust	LA Crimestoppers	Account is used for discretionary spending by LAPD.