

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 21, 2018 at our Vado Office, 325 Holguin Rd., Vado NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWVA Office—call 575-233-5742 for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mike McMullin called the meeting to order at 9:31 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Joe Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District # 5 was present, Mr. Mike McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was absent. Staff members in attendance were General Manager Mr. Martin Lopez, Projects Manager Ms. Karen Nichols, Financial Manager Ms. Kathi Jackson and Projects Specialist Patricia Charles. Guests present were Henry Torres, Jr. Board Secretary for High Valley Mutual Domestic Water Consumers Association and State Representative Bealquin “Bill” Gomez.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda:** Mrs. Holguin made the motion to approve the agenda as is. Mr. Evaro seconded the motion. The motion passed with all in favor.
- IV. **Motion to approve the minutes of the February 21, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the February 21, 2018 minutes and Mr. Magallanez seconded the motion. The motion passed with all in favor.
- V. **Presentations: Tiffany Goolsby, South Central Council of Governments will have a presentation on Infrastructure Capital Improvement Plans:** Mrs. Goolsby was not able to attend the Board Meeting. Ms. Nichols gave the Board Members the power point presentation on ICIP (Infrastructure Capital Improvement Plan). Ms. Nichols informed the Board Members that the ICIP Plan for LRGPWVA is on the website for their review and will welcome input from the Board. She will schedule a Staff meeting for next week to look at the ICIP. ICIP helps in applying for additional funding, planning, construction and building of projects. Ms. Nichols mentioned that the ICIP Plan has to be adopted annually by the Board thru Resolution.
- VI. **Public Input:** Representative Bealquin “Bill” Gomez informed the board about Legislative Session. Representative Gomez attended the Board meeting and gave the Board and update regarding the Bills that passed at the Legislative Session. He said that this was the best Legislative Session he has attended in the last 4 years. Republicans and Democrats alike worked together to get Bills passed. He said that everyone in his district had received some funding. Alto de Las Flores received \$100,000.00 for water rights. Chamberino received \$110,000 for a park. He would like to get money for Senior Citizens Programs in his District.
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. LRGPWVA received notification from DFA and the State Auditor to dispose of equipment and vehicles. Disposal of equipment will be scheduled for May 2018 after approval of the additional truck disposal. Two operations employees have completed the 6-month probationary period. One operator resigned due to medical issues. HB 142 passed (copy included in Board Packet) False Information to NMED pertaining to a Public Water System.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite Brazito Sewer Project 2-application for the planning stage was approved for a little over 14 million, the letter of conditions was received on 3/5/18. Ms. Nichols and Mr. Lopez meet with a Loan Officer at Citizens Bank, they seem interested in providing a loan for this project. DWSRLF funding in the amount of 3.4 million was approved by the NMFA board on 2/28/18. A Binding Letter of Commitment with a list items needed to be submitted by 9/1/18. Mesquite-Brazito Sewer Project had been delayed because we needed an easement. LRGPWVA’s Attorney will be preparing the paper work needed to file an Order of Immediate Possession for the property needed for easement. LRGPWVA will receive \$150,000 for the Interconnect & Looping Project from Legislature for Capital Outlay. The Waterline Extension Project received \$50,000.00 from Capital Outlay appropriations to complete Jacquez Road project. Closing on additional funding has been completed for Valle Del Rio Water System Project. Work is in suspension right now we are waiting on materials to come in. NMED has completed its Capacity Assessment, the NMFA application will be worked on right away. Planning Documents for East Mesa Water System Improvement Project-

The contracts with Vencor for PER and EID have been approved by NMED-CPB and work on the PER is underway. Mr. Lopez informed the board that a Rate Study will probably be needed the rate right now is capped at \$42.00. We will need to raise the price for sewer usage to about \$48.67. This new rate would be in line with DAC's estimated upcoming rates. He also said that it would be wise to also do a Rate Study for water rates at the same time. Mr. Magallanez asked if the price for sewer was different in different areas. Mr. Lopez said the prices in all the LRGPWWA district are the same.

- C. **Operations:** Mr. Mike Lopez was not able to attend the Board Meeting or provide a report. He has a well that is down. But will have a full report next month.
- D. **Finance:** Ms. Jackson provided a Financial report and stood for questions. She informed the board that we had no extraordinary expenses. We took 5% more than projected and spent 10% less than was budgeted. Ms. Jackson will be adjusting the line items on the budget during the last quarter.

VII. Unfinished Business

- A. **Appointment of Director for District 2:** Mr. Lopez informed the board that he received a letter of interest from someone who is interested in becoming a board member for LRGWWA. When he started the initial review with DAC there were some discrepancies. He notified the candidate to look over the governance documents but have not heard anything in over a month.

VIII. New Business

- A. **Motion to authorize ICIP Public Meetings, request SCCOG assistance with ICIP, and authorize SCCOG to access the ICIP database on behalf of the Lower Rio Grande PWWA:** Mr. Lopez is asking for authorization to organize two public meetings. The meetings will be held on April 11 (East Mesa Office) and April 12 (La Mesa Office) both would be held at 6:30 p.m. Mrs. Holguin made the motion to authorize the ICIP Public meetings. Mr. Magallanez seconded the motion. The motion passed with all in favor.
- B. **Motion to adopt Resolution FY2018-13 amending Board Meeting & Agenda Policy:** Mr. Lopez mentioned that the additional paragraph is needed in order to indicate what motions require a resolution. This verbiage will help standardize the process. Mrs. Holguin made the motion to adopt Resolution FY2018-13 and Mr. Evaro seconded the motion. The motion passed with all in favor.
- C. **Motion to adopt Resolution FY2018-14 amending Real Estate Contract Policy:** Mr. Lopez indicated that this resolution is needed in order to make corrections on the actual document. The phone number needs to be corrected and "USDA Rural Development" needs to be replaced with "Water &/or Sewer". Mr. Lopez said that the signature lines would be removed and would be adopted by resolution. Mrs. Holguin made the motion to adopt resolution FY2018-14 and Mr. Magallanez seconded the motion. The motion passed with all in favor.
- D. **Motion to approve lease agreement with Fastwave and assign signatory authority to General Manager:** Mr. Lopez informed the board that part of the upgrades at Valle Del Rio included installing a dish from an internet company that approached him. The internet company is willing to pay \$250 per month rental fee, which is the going rate. They would like to start with a 5-year lease, with a possible two additional terms. Mr. Lopez said that this would also give him authorization to make changes as needed due to any regulator updates. He said that LRGPWWA's Attorney had reviewed the lease agreement and had no issues with it. Mrs. Holguin made the motion to approve the lease agreement with Fastwave and Mr. Evaro seconded the motion. The motion passed with all in favor.
- E. **Motion to adopt Joint Resolution FY2018-01 High Valley-LRGPWWA Merger Plan:** Mr. Lopez informed the board that the Merger Plan that is being implemented between LRGPWWA and High Valley is a standard plan. Mr. Lopez told the board that Mr. Henry Torres, High Valley Board Secretary was in attendance and was available to answer any questions from the board. Mr. Magallanez asked if this plan is adopted and the High Valley Board and Members do not agree what happens then? Mr. Lopez told the board that at that point there would be no merger.

Ms. Nichols said that High Valley's Board and Members had previously been notified and had approved the merger before negotiations with LRGPWWA.

F. Motion to adopt Resolution FY2018-15 Authorizing Disposal of Property: Mr. Lopez notified the board that the Disposition Committee met at 9:15 am this morning before the Regular Board Meeting. The Disposition Committee approved the disposal of the last orange ford ranger. He would like to add this truck to the rest of the equipment and vehicles that have already been approved for disposal. He will wait to get the approval needed from DFA and the State Auditor and will dispose of all equipment and vehicles at the same time. Mr. Magallanez made the motion to adopt Resolution FY2018-15 to authorize disposal of ford ranger, Mrs. Holguin seconded the motion. The motion passed with all in favor.

IX. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, April 18, 2018 at the La Mesa Office

A. Have any Board Members participated in training? If so, please give us a copy of your certificate: No board members had any training certificates.

B. 3rd Quarter Budget Resolution:

C. Approve Employee Disability and Life Insurance: Mr. Lopez said we need to add the employee disability and life insurance item to April's agenda for action. This item was removed from the agenda by mistake.

X. Adjourn: Mr. Magallanez made the motion to adjourn the Regular Board Meeting at 10:49 a.m., Mr. Evaro seconded the motion. The motion passed with all in favor.

Minutes approved April 18, 2018

Michael McMullen, Chairman (District 6)

ABSENT

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT

Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT

Director (District 2)