

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## MINUTES

{NOTE: Minutes are a DRAFT until approved and signed by the Board}

### REGULAR BOARD OF DIRECTORS MEETING

4:00 p.m. Wednesday, March 2, 2011 at the Vado Office, 325 Holguin Road

- I. **Sign in, establish quorum, call to order:** Sign-in sheet and Agenda are attached. Present were Chairman Roberto "Marty" Nieto, Vice-chairman John Holguin, Secretary Santos Ruiz, and Director Jim Pugh. Director Rosaura Pargas was absent. Staff present: General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols, and Human Resources/Payroll Specialist Connie Garcilazo. Mr. Matt Dyer was also present. With a quorum establish, Mr. Nieto called the meeting to order at 4:05pm.
- II. **Approval of agenda:** Mr. Holguin made a motion to approve the Agenda, Mr. Ruiz seconded, and it carried on a vote of 4-0. :50
- III. **Approval of Minutes of 2/16/11:** Mr. Holguin made a motion to approve the minutes dated 2/16/11 as corrected, Mr. Ruiz seconded and it carried on a vote of 4-0. :1:10
- IV. **General Manager's action items & reports (Finance Report on 3<sup>rd</sup> Wed. Agenda)**

- A. **Management Report:** The General Manager's Martin Lopez written report was in the board packet (attached), and it was discussed with the Board. Mr. Lopez informed the Board that a name and address change letter was mailed to all customers to be implemented by April. We will have all mail go to the PO Box in Anthony and hold on the existing PO Boxes for a couple more months. Mr. Lopez noted that they are working on computer network and that is in process.

Mr. Lopez informed that the transfer of assets has been completed, the Berino construction account was closed, and we are in the process of paying off the Desert Sands Loan 91-09 of about 30,000.

Mr. Lopez reported that an application might be re-submitted to NMFA Drinking Water Revolving Loan Fund. He stated that for La Mesa Building Project they will attend a meeting at Dona Ana County to request a variance from the planning and zoning Department, and a letter was submitted asking for one of the commissioners to be recused from that decision. He reported on Castillo Road that no resolution has been reached at this point regarding the bridge, might get an independent opinion depending on attorneys advice and recommendation from engineer, but water service is available for all of the customers in that area.

He reported that transfer of water rights approval was received from the New Mexico Office of the State Engineer. The combine and comingle application is in process and being advertised. Solid Waste coupons were picked up, Ms. Jackson and Ms. Meza are in the process of developing a method to sell them, and information is available at the Authority website. The EBID Emergency Mutual Aid agreement was approved by their board.

Mr. Lopez informed that second quarter financial report is due and a copy is attached on Board packet. He informed the Board that Ms. Jackson and Ms. Meza will be attending an audit training on March 24, and that he has been authorized by the State Auditor to start soliciting for independent accountants. 2:14

**B. Operations Report: Mike Lopez** Operations Manager handed out written report (attached) and reviewed it with the board. He reported that Desert Sands is providing water to Berino customers due to a broken check valve that caused Berino well to stop working, a lot of water meters were replaced and employees had a lot of overtime all of this due to the cold weather. Mr. Martin Lopez informed that the cost did not meet the insurance deductible. He also reported that the 6" main line on Lechuga and east side canal was reconnected and is back on service. Mr. Lopez noted that door decals are ready and will be place on vehicles. Mr. Pugh had questions on La Union Water system and LRGPWWA O&M Contract, and Mr. Lopez informed him that the Authority is listed under their insurance and vice-versa. 20:00

**C. Projects Report:** Ms. Karen Nichols reviewed her written report (attached) with the Board. Mr. Lopez reported an estimated loan cost of \$1.52 per customer per month on the Berino & Mesquite/Del Cerro combined Project. The application was for \$5.5 million and Ms. Alarcon estimated that would include a \$1.5 million loan component. He informed the Board that Ms. Alarcon from Rural Development was going to talk to Martha Torrez and stated that application might have to go up to D.C. Another item discussed was a question from Mr. Pugh about chart of projects and dates, and Mr. Lopez will discuss further with Ms. Nichols..31:10

**V. Guest Presentations:** NONE 59:08

**VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:** NONE 59:24

**VII. Unfinished Business:**

**A. Authority RFP – staff recommendation for selection of engineering firm:** Mr. Lopez reported that RFP was redone as per CDBG format, all previous consultants asked for reconsideration, Molzen & Corbin re-submitted their proposal, and a new proposal was received from Sauder Miller & Associates. Proposals were due March 1<sup>st</sup>, advertisement ran on February 17, 18 & 19<sup>th</sup>, and staff recommendation Vencor Engineering. Mr. Pugh made a motion to accept the staff recommendation to re-select the same firm (Vencor Engineering) as previously, Mr. Holguin seconded the motion and it carried on a vote of 4-0. Scoring Summary is attached. 1:01:02

**VIII. New Business:**

**A. Credit Card Policy-** A motion was made by Mr. Holguin to have 2 cards, Card # 1 for Staff and Card # 2 for Board and be stored in the General Manager's office. Motion was seconded by Mr. Ruiz, after some discussion a second motion was amended by Mr. Holguin on Mr. Pugh's request to possibly expanded to three credit cards, Mr. Ruiz seconded motion and amendment, and it carried on a vote of 4-0. 01:04:04

**B. Closed Session**

1. Mr. Hoguin made a motion to go into close session at 5:43p.m. pursuant to NMSA 1978 10-15-1 (h)(7) regarding threatened or pending litigation, Mr. Nieto roll call for close session, Mr. Holguin voted yes, Mr. Ruiz voted yes, Mr. Pugh voted yes and Mr. Nieto voted yes. On a vote of 4-0, motion carried. 1:37:15
2. Motion was made by Mr. Holguin to resume the open meeting and seconded by Mr. Pugh. Mr. Nieto stated that matters discussed in the closed meeting were limited to those stated in the motion to close.1:38:21

C. Motion by Mr. Holguin to respond to the Attorney General's Office, request Mr. Ruiz seconded the motion, and it carried on a vote of 4-0. 1:39:07

**IX. Other discussion and agenda items for next meeting** – The next meeting will be 3/16/11 at 10:00 a.m. Mr. Lopez noted Mr. Pugh's request to set up a financial workshop & legal work session.

**X. Adjourn:** There was no further business, and Mr. Holguin made a motion to adjourn, Mr. Pugh seconded, and it carried on a vote of 4-0. Mr. Nieto declared the meeting adjourned at 6:05p.m. 1:41:30.

Date Minutes Approved: \_\_\_\_\_

Directors Present:

\_\_\_\_\_  
Chairman Roberto M. Nieto

\_\_\_\_\_  
Vice- Chairman John Holguin

\_\_\_\_\_  
Secretary Santos Ruiz

ABSENT  
\_\_\_\_\_  
Director Rosaura Pargas

\_\_\_\_\_  
Director Jim Pugh

# Lower Rio Grande Public Waterworks Authority

## Sign In Sheet

Date: 2/3/03/11

Time: 4:00 pm

Place: Yard Office

Meeting Type: Regular

Name, Title - Print	Company or Agency Represented	Mailing Address	Telephone	Email
Sign				
<u>Jim RUGH</u>	<u>LA MESA</u>	<u>P.O. Box 106</u>	<u>582-5937</u>	<u>JRUGH@LAMESA.COM</u>
<u>James Rugh</u>		<u>Bevin 71 Max</u>		
<u>Scott Ruz</u>	<u>Bevin 71 Max</u>	<u>P.O. Box 20516</u>	<u>571-3628</u>	
<u>WALTER Lopez</u>	<u>LEG PUCMA</u>	<u>325 Hulsie Rd.</u>	<u>575</u>	
<u>Johannes Hulsie</u>	<u>LRGPWA-VADs</u>	<u>Vad, VA 22172</u>	<u>635-9007</u>	<u>Jhulsie@.com</u>
<u>Michelle Lopez</u>	<u>LRGPWA</u>	<u>P.O. Box 203</u>	<u>(575) 635-3921</u>	<u>mlopez@lrpwa.org</u>
<u>Edith M. Nick</u>	<u>LRGPWA</u>	<u>45514 Parkway 8847</u>	<u>575-621-9697</u>	<u>ppnick@wsw.com</u>
<u>Kathleen Joensen</u> <u>Finance Manager</u>		<u>P.O. Box 2646</u>		
<u>Kathleen Joensen</u>	<u>LRGPWA</u>	<u>Anthony NM 88021</u>	<u>(575) 233-3947</u>	<u>kath.joensen@lrpwa.org</u>
<u>Karen Nichols</u> <u>Projects Dir</u>		<u>P.O. Box 2698</u>		
<u>Karen Nichols</u>	<u>LRGPWA</u>	<u>Anthony NM 88021</u>	<u>575-882-0313</u>	<u>Karen.Nichols@lrpwa.org</u>
<u>Connie Gaudin</u>				
<u>Connie Gaudin</u>	<u>LRGPWA</u>	<u>P.O. Box 21046</u>	<u>882-51072</u>	<u>connie.gaudin@lrpwa.org</u>
<u>Connie Gaudin</u>		<u>Anthony, NM 88021</u>		

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**4:00 p.m. Wednesday, March 2, 2011 at the Vado Office, 325 Holguin Road**

- I. Sign in, establish quorum, call to order
- II. Approval of agenda
- III. Approval of Minutes of 2/16/11
- IV. General Manager's action items & reports (Finance Report on 3<sup>rd</sup> Wed. Agenda)
  - A. Management Report
  - B. Operations Report
  - C. Projects Report
- V. Guest Presentations – NONE
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:
- VII. Unfinished Business:
  - A. Authority RFP – staff recommendation for selection of engineering firm
- VIII. New Business:
  - A. Credit card policy
  - B. Closed Session
    - 1. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 (H)(7) regarding threatened or pending litigation – Roll Call Vote
    - 2. Motion to resume the open meeting and statement by the Chair that affirming that the matters discussed in the closed meeting were limited to those stated in the motion to close.
  - C. Motion to instruct the Authority's attorney to take action as discussed in the closed session
- IX. Other discussion and agenda items for next meeting – Next meeting 3/16/11 at 10:00 a.m.
- X. Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the LRG PWWA office at 575-233-3947, 325 Holguin Rd, Vado NM 88072 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the LRGPWWA office if a summary or other type of accessible format is needed.

*Si es un individuo con una incapacidad esta en necesidad de un lector, amplificador, lenguaje por senas, o cualquier otra forma de asistencia o servicio para atender o participar en las juntas, por favor lame ha la oficina LRG PWWA office at 575-233-3947, 325 Holguin Rd, Vado NM 88072 una semana antes de la junta o en cuanto posible. Documentos públicos, incluyendo la agenda y minutos, están disponibles en varios formatos. Por favor opóngase en contacto con la oficina LRGPWWA si un resumen o otro tipo de forma accesible es necesario*

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MINUTES**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**10:00 a.m. Wednesday, February 16, 2011 at the Vado Office, 325 Holguin Road**

- I. Sign in, establish quorum, call to order:** Sign-in sheet and Agenda are attached. Present were Chairman Roberto “Marty” Nieto, Vice-chairman John Holguin, Secretary Santos Ruiz and Director Rosaura Pargas. Director Jim Pugh was absent. Staff present were General Manager Martin Lopez, Operations Manager Mike Lopez, Finance Manager Kathi Jackson and Projects Manager Karen Nichols. Matt Dyer of Parkhill, Smith & Cooper was also present. Mr. Nieto called the meeting to order at 10:13 a.m.
- II. Approval of agenda:** Mr. Holguin made a motion to approve the Agenda, Mr. Ruiz seconded, and it carried on a vote of 4-0. :41
- III. Approval of Minutes of 2/2/11:** Corrections from Ms. Pargas are attached. Mr. Holguin made a motion to approve the minutes of 2/2/11 as corrected, Mr. Ruiz seconded, and it carried on a vote of 4-0. 1:33
- IV. General Manager’s action items & reports (Operations & Projects Report on 1<sup>st</sup> Wed. Agenda)**
- A. Management Report:** The General Managers written report was in the board packet (attached), and he discussed it with the board. He noted in response to a question that we will use PO Box as main address for payments, invoices, etc. and keep the Vado address as our official address. He also noted that some of our technical assistance providers are trying to get CDBG rules changed to allow us to apply directly, and they want us to be a test case. He said he tried to get an advance on project funds to do Berino Road from Rural Development under emergency provisions, but was turned down. The Berino/Del Cerro Improvements are fast-tracked for RD funding with an application deadline of March 1st, but we will get the application in before the end of the week.
- He reported that we went to the county DRC meeting yesterday regarding the La Mesa Building Project, and the county has added new requirements. We now have to get a variance for the parking area at the Planning & Zoning Board meeting March 10. One of the commissioners has a conflict with us, and he will write letter to the county attorney to request that she recuse herself. He will also have our attorney start gathering information to sort out the jurisdictional issues between the county and state with regard to our projects.
- Mr. Lopez also reported that the Castillo Rd bridge pipeline buckled. He will withhold further disbursement until a solution is reached. Burn Construction and CE&M are meeting this morning. Ms. Nichols briefly discussed her meeting with Ms. Perez and Mr. Richardson of Bohannon Huston, the firm which designed the hangers for the bridge. Mr. Lopez and the Operations Manager discussed the problem with the pipeline across the bridge and meeting with the contractor. Mr. Dyer said that some of the A-lock restraining systems have a gasket that needs the pipe to be pulled back after it is put together in order to set the seal. Ms. Nichols asked if we should get an independent opinion before we accept the work, and Mr. Lopez agreed. Mr. Dyer volunteered to take a look at no charge.

Mr. Lopez also noted that we are still waiting for NMED-CPB to approve the CE&M contract amendment for the return flow plan.

**B. Finance Report:** Ms. Jackson handed out her written report (attached) and discussed it with the Board. She said she is having an issue with getting the La Mesa credit card canceled because the former president is the authorized name on the account, and he has not put a hold on the account or turned in his card. She will report back on that, and she also noted that she brought copies of credit card receipts in case the Directors wished to see them. She noted that there have also been some issues with the Vado office over last few weeks because the clerk that works there had a home disaster during the extreme cold weather, had to move and has been sick, so the office has not been opened when it should have been, but she is dealing with that. Ms. Nichols noted that the computers at the La Mesa office are inadequate and will need to be replaced soon according to the technician who is working to get their old printer reconnected so they can print water bills. Mr. Holguin said he closed the last Vado checking account, needs one board signature, and will get the cashier's check over to Ms. Jackson.

**C. Operations Report (postponed from 2/2/11):** Operations Manager Mike Lopez brought LRG caps for the directors and handed them out. He handed out his written report (attached) and discussed it with the board. He is doing some inspection on the Berino Road and Parque Subdivision construction, and he said he is unhappy with some of the county design work with water lines too close to sewer, but he requested a concrete barrier between them, and that is being installed. The General Manager noted that the Berino Road hot-taps are complete, and two meters are sort of landlocked, so he initiated a Change Order to Burn Construction to move the service lines to avoid future problems. The OM said he needs to implement a back flow prevention program system-wide and mentioned upcoming training on that. Ms. Pargas said a customer in the Desert Sands area wanted to know how long to wait for us to shut off meter in case of leak. The GM and OM emphasized the need to have customers install a valve on their side of the meter because the regulations require a licensed operator to be the one to do anything that affects water quality or quantity, including shutting off meter. The OM noted that door decals and vehicle ones should be done in a week or two.

**V. Guest Presentations:** NONE

**VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:** NONE 1:06:12

**VII. Unfinished Business:**

**A. Authority RFP – update:** Mr. Lopez noted that this is a reissue from last September, the ad will go to the paper today, and the board has already authorized staff to fast track a recommendation.

**B. Board use of Authority vehicles and/or mileage reimbursement:** Mr. Lopez said that this item was requested by Mr. Ruiz, and our Governance Document prohibits paying Directors mileage to attend board meetings. Mr. Holguin suggested first trying to coordinate a ride with other directors or staff. Mr. Lopez said he will get Angie to start

calling the directors the day before the meeting and have her coordinate if anyone needs a ride to the meeting. 1:12:19

**VIII. New Business:**

**A. Resolution # to Apply for CDBG Funds:** Resolution number is FY2011-058, and it was in the board packet and is attached. Ms. Pargas made a motion to adopt the Resolution, Mr. Ruiz seconded, and it carried on a vote of 4-0.

**B. Resolution # Fair Housing:** Resolution number is FY2011-09, and it was in the board packet and is attached. Mr. Holguin made a motion to adopt the Resolution, Mr. Ruiz seconded, and it carried on a vote of 4-0.

**IX. Other discussion and agenda items for next meeting:** The next meeting will be 3/2/11 at 4:00 p.m. Ms. Nichols reminded the board that she would like to get a picture and brief biography for the website, and would like to post some community history and information as well. Mike Lopez mentioned that he met with the state fire marshal yesterday and is confident that they will give us a variance on some of the code requirements that are excessive for using gas chlorination. 1:20:06

**X. Adjourn** Mr. Holguin made a motion to adjourn, Mr. Ruiz seconded, and it carried on a vote of 4-0. Mr. Nieto declared the meeting adjourned at 11:33 a.m.

Date Minutes Approved: \_\_\_\_\_

Directors Present:

\_\_\_\_\_  
Chairman Roberto M. Nieto

\_\_\_\_\_  
Vice- Chairman John Holguin

\_\_\_\_\_  
Secretary Santos Ruiz

\_\_\_\_\_  
Director Rosaura Pargas

ABSENT  
Director, Jim Pugh



LRG PWWA  
Manager's Report  
March 2, 2011

Tasks

- Standardize Billing Program
  - Notification Letter to add customers with name change/address change
  - Software/Computers in La Mesa and Vado have been updated working on Mesquite ones
- Transfer of Assets (bank funds) from Associations
  - Small Berino Construction Account pending
  - Stipulated Final Judgment in Condemnation for Franco Family property received
- Transfer long and short term debt
  - Pay off Desert Sands Loan (91-09) in March
- Project Funding Applications
  - NMFA-Drinking Water Revolving Loan Fund Project Funding with subsidies: Accepting Project Interest Form (radio read meters)
  - LRGMDWA
    - La Mesa Building (county variance-request to remove Commission request)
    - Castillo Road
- Water Rights
  - Return flow credits-pending NMED approval for scope of work change for CE&M (LRG MDWA)
  - OSE Combine/commingle-publication dates: February 25, March 4 and 11

- OSE Brazito-Authority Interconnection publication dates: March 4, 11, 18
- Solid Waste
  - Establishing our policies/procedures
- EBID Emergency Mutual Aid Agreement
  - Approved by EBID Board February 9, 2011
- Budget Reports and Audits
  - 2<sup>nd</sup> Quarter Report due
  - Audit training coming up March 24
  - Auditor (IPA) Request for Proposal authorized

UNITED STATES DEPARTMENT OF AGRICULTURE  
**STATEMENT OF BUDGET, INCOME AND EQUITY**

Schedule I

Name Lower Rio Grande Public Water Works Authority	Address 325 Helguin Road Vado, NM 88072
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(b) OPERATING INCOME	PRIOR YEAR Actual (2)	ANNUAL BUDGET		For the Months Ended 12-31-2010		Actual YTD (Over) Under Budget Col. 3 - 5 - 6 (6)
		BEG 07-01-2010	END 06-30-2011 (9)	CURRENT YEAR		
				Actual Data		
				Current Quarter (4)	Year To Date (5)	
1. Water Revenue		1,258,804		360,668	360,668	398,736
2. Sewer Revenue		63,092		18,764	18,764	44,328
3. _____						0
4. _____						0
5. Miscellaneous						0
6. Less: Allowances and Deductions						0
7. Total Operating Income (Add lines 1 through 6)	0	1,321,896		378,832	378,832	943,064
<b>OPERATING EXPENSES</b>						
8. Salaries, Labor		734,920		116,044	116,044	618,876
9. Accounting, Legal		215,875		42,120	42,120	173,755
10. Taxes, Insurance		471,430		51,499	51,499	419,931
11. Utilities		262,161		66,440	66,440	195,721
12. Supplies		165,356		57,388	57,388	107,968
13. Lab, Chemicals		24,952		5,584	5,584	19,368
14. _____						0
15. Interest						0
16. Depreciation		524,653		131,165	131,165	393,488
17. Total Operating Expense (Add lines 8 through 16)	0	2,399,347		470,240	470,240	1,929,107
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	-1,077,451		-91,408	-91,408	-986,043
<b>NONOPERATING INCOME</b>						
19. Water		548,063		41,606	41,606	506,457
20. Sewer		4,735		722	722	4,013
21. Total Nonoperating Income (Add 19 and 20)	0	552,798		42,328	42,328	510,470
22. NET INCOME (LOSS) (Add lines 18 and 21)	0	-524,653		-49,080	-49,080	-475,573
23. Equity Beginning of Period						0
24. _____						0
25. _____						0
26. Equity End of Period (Add lines 22 through 25)	0	-524,653		-49,080	-49,080	-475,573

Budget and Annual Report Approved by Governing Body	Quarterly Reports Certified Correct
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Secretary _____ Date _____	Appropriate Official _____ Date _____
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 2-3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**LRGPWWA**  
**Profit & Loss**  
 October through December 2010

Oct - Dec 10

Ordinary Income/Expense	
Income	
Interest	92.16
Non-Operating Revenue	
Copy/Fax	210.00
Other Income	1,040.33
Total Non-Operating Revenue	1,250.33
Operating Revenue	
Activation & Connection Fees	2,308.23
Contract Services	2,722.52
Installation Fees	5,219.09
Membership Fees	500.00
Monthly Services	368,067.82
Monthly Services-Sewer	18,704.14
Other Income	14,307.27
Penalties-Sewer	731.51
Penalties-Water	14,950.49
Returned Check Fees	170.00
Total Operating Revenue	419,811.67
Total Income	42,160.11
Cost of Goods Sold	
Cost of Goods Sold	12,529.77
Total COGS	12,529.77
Gross Profit	408,630.34
Expense	
Accounting, Auditing, Legal	
Accounting Fees	7,020.34
Bad Debts	513.56
Bank Service Charges	943.07
Cash Short/Over	4.21
Dues and Subscriptions	822.65
Engineering Fees	6,238.64
Government Penalties & Interest	71.29
Interest paid to NMED	1,516.58
Late Fees	39.00
Legal Fees	7,045.35
Legal Notices	474.63
Licenses & Fees	175.92
Loan Interest	5,175.20
Meals	1,276.25
Permit Fees	159.00
Postage-Billing	881.60
Postage-Other	2,387.22
Prof Fees-Interpreter	95.63
Reconciliation Discrepancies	12.22
Training	1,751.31
Travel	
Lodging Per Diem	2,837.74
Meals Per Diem	472.60
Travel - Other	1,659.33
Total Travel	4,969.67
Total Accounting, Auditing, Legal	42,420.45
Lab, Chemicals	
Chemicals	5,054.83
Laboratory Fees	522.48
Lab, Chemicals - Other	7.45
Total Lab, Chemicals	5,583.76
Salaries	

4:25 PM  
 02/08/11  
 Accrual Basis

**LRGPWWA**  
**Profit & Loss**  
 October through December 2010

	Oct - Dec 10
Accrued Leave	6,548.87
Administrative Labor	33,801.83
Clerical Labor	28,494.91
Merit	4,783.44
Operations Labor	42,415.12
Salaries - Other	0.00
<b>Total Salaries</b>	<b>116,044.17</b>
<b>Supplies</b>	
Cell Phone	4,669.12
Computer Maintenance	5,874.28
Internet	381.16
Kitchen & Cleaning Supplies	656.92
Materials & Supplies	36,506.11
Office Supplies	3,108.87
Printing and Copying	1,088.27
Telephone	2,730.94
Tool, Furniture	776.47
Supplies - Other	1,596.27
<b>Total Supplies</b>	<b>57,388.41</b>
<b>Taxes, Liability, Insurance</b>	
GRT	-13,159.09
Insurance-Health	22,138.85
Insurance-Life,Disability	3,131.16
Insurance-Vehicles	355.00
Insurance - Liability, D and O	23,186.82
Payroll Taxes-Federal Unemploy	899.62
Payroll Taxes-Medicare	1,495.10
Payroll Taxes-Social Security	6,459.48
Payroll Taxes-State Unemploy	1,443.56
Payroll Taxes-Worker's Comp Fee	3,390.20
State Taxes	0.00
Water Conservation Fee	2,259.08
<b>Total Taxes, Liability, Insurance</b>	<b>51,499.79</b>
<b>Utilities</b>	
Automobile Repairs & Maint.	12,303.13
Electricity-Office	2,927.16
Electricity-Operations	34,734.82
Equipment Rental	151.88
Fuel	11,473.94
Garbage Service	299.60
Locates	447.46
Maint. & Repairs-Office	1,720.40
Maintenance & Repairs-Other	1,331.26
Natural Gas	207.14
Security/Alarm	634.75
Wastewater	208.45
<b>Total Utilities</b>	<b>66,439.99</b>
<b>Total Expense</b>	<b>339,076.57</b>
<b>Net Ordinary Income</b>	<b>69,553.82</b>
<b>Other Income/Expense</b>	
Other Expense	
Ask My Accountant	54.72
<b>Total Other Expense</b>	<b>54.72</b>
<b>Net Other Income</b>	<b>-54.72</b>
<b>Net Income</b>	<b>69,499.10</b>

**LRGPWWA**  
**Balance Sheet**  
 As of December 31, 2010

Dec 31, 10

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Citizens Bank LRGPWWA	68,340.00
LRGPWWA La Mesa Water Project	428.74
LRGPWWA Mesquite Sewer Project	420.75
LRGPWWA Reserve Account	473,796.51
Total Checking/Savings	502,966.00
Accounts Receivable	
Accounts Receivable	17,852.41
Total Accounts Receivable	17,852.41
Other Current Assets	
A/R-Other	10,722.78
A/R-Water & Sewer	172,424.10
Employee Advances	429.00
Inventory Asset	13,116.62
Petty Cash	432.00
Returned Checks	740.64
Total Other Current Assets	175,567.54
Total Current Assets	640,386.07
Fixed Assets	
Accumulated Depreciation	-4,442,070.70
Building	635,419.50
Constr in Prog-Water System DS	1,803,597.20
Furniture and Equipment	547,313.10
Land	101,869.33
Land Improvements	13,187.60
Software	19,988.36
Vehicles	152,740.00
Water & Sewer System	11,765,287.89
Total Fixed Assets	10,662,482.25
Other Assets	
Water Rights	9,199,171.20
Total Other Assets	9,199,171.20
<b>TOTAL ASSETS</b>	<b>20,528,037.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
A/P Operating	27,685.93
Total Accounts Payable	27,685.93
Credit Cards	
Capital One	517.46
Capital One La Mesa	861.13
Eagle Grocery & Hardware	497.14
Wells Fargo Visa	
Martin G. Lopez	1,707.00
Roberto M. Nieto	1,604.01
Total Wells Fargo Visa	3,311.01
Total Credit Cards	3,464.48
Other Current Liabilities	
Customer Deposits	
Hydrant Meter Deposits	20,105.00
Renter Deposits	27,642.43
Customer Deposits - Other	15,150.00

S. 11 PM  
02/15/11  
Accrual Basis

LRGPWWA  
**Balance Sheet**  
As of December 31, 2010

Dec 31, 10

TOTAL LIABILITIES & EQUITY

20,528,037.52

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**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
3/2/11 BOARD OF DIRECTORS MEETING  
PROJECTS REPORT**

**Authority Construction Projects:**

**Mesquite Wastewater Project – Gannet Fleming** - All permits are complete except county does not want to permit Aceitunas Road, but it is ROW is dedicated to them in subdivision plat. Geotech report has been submitted. Right-of-Way Certificate is pending the county permit or easement from developer and/or all property owners. When ROW Certificate is obtained, LOC notebook goes to RD for final review and closing. Plans & Specs at 95%.

**La Mesa Water System Improvements – Molzen Corbin** – Engineer addressed NMED-DWB comments on Plans & Specs, their review is pending. Plans & Specs are at 75% completion, ROW & easements are at 100%. Local RD office will forward to regional office that is done. Engineer reviewed gas chlorination requirements with staff, Operations Manager is working with County Fire Marshal on waiver for some of them, and design will be completed when that is finalized.

**Mesquite/Brazito Sewer Project – Vencor** – USDA-RD engineering services agreement in place, NMED one was submitted to NMED-CPB on 2/1/11 and is still pending.

**Mesquite/Brazito Water Emergency Water Interconnect & Supplemental Wells** – GM may have an update

**Authority PERs/EAs/40 Yr. Water Plan:**

**Authority Interconnect & Looping Ph. I PER:** Re-issued an RFP in CDBG format, selection is on today's agenda

**Berino & Mesquite/Del Cerro combined Project:** PER/EA – RD approval obtained, NMED approval received 2/16/11. Our request for electronic submission of PER/EA & geotech report is pending. USDA-RD WEP Application documents for \$6,008,078 project funding submitted 2/18/11, meeting today w/Ms. Alarcon at RD about our application, est. \$1.5 million loan component.

Design for Del Cerro is 90% completion of plans & specs, est. completion for 4/1/11. Submittals to NMED, DAC, EBID & NMDOT anticipated by 3/15/11, geotech report is done. 98% completion of pipeline easements, remainder under negotiation w/property owners.

Design for Berino is at 65%, anticipated completion by 4/1/11, geotech report is done. Final Design of 12" Waterline from Stern Drive to Vargas Road is approved by NMED-CPB & NMED-DWB, was submitted to DAC 12/8/10 w/review & approval pending. Capital Outlay Request \$226,522.39 has been submitted by Sen. Papen, Sen. Nava, Rep. Cervantes & Rep. MH Garcia.



**Forty-Year Water Plan – CE&M –** pending NM-OSE comments/approval.

**Return Flow Credit Plan – CE&M –** Engineering Services Agreement Amendment submitted to NMED-CPB on 1/21/11, conditional approval w/formatting stipulations on 2/18, is still pending final approval. Met w/Mr. Terrones & Mr. Paz of Molzen and Ms. Perez of CE&M on 2/24/11 re: La Mesa's plan documents. Confirmed that the NM-OSE Guidance Document they provided is still in effect.

**Individual MDWCA Projects under construction:**

**Desert Sands Phase II-III Water System Improvements -** Project is complete, except for Well #3 Arsenic Plant conversion. Availability of NMSU funds has been verified, contract Change Order has been signed, will notify contractor to proceed when NMED-DWB review/approval of plans is received, probably next week.

**Mesquite Water Project – Gannett Fleming:** Final disbursement request & invoices have been submitted to NMFA.

**LRG MDWA Projects:**

**Castillo Rd - La Mesa/Mesquite Interconnect – CE&M:** All lines are complete and pressure-tested. All services are installed that could be included in the original budget. The bridge segment did not pass pressure test and will require repair/replacement. This issue is under negotiation with the contractor. Bridge must be completed before water is released on April 1.

**CE&M PER:** PER was submitted to NMED-CPB for review on 1/21/11, still pending.

**La Mesa Building (jointly funded by La Mesa & LGRMDWA) – Molzin Corbin:** Bid has been awarded to Duran Construction for \$443,570 on 1/17/11. Signed grant agreement amendment received, NMED-CPB approved Notice to Proceed, and county permit is still pending. Variance for parking issue on 3/10/11 P&Z agenda, SWPPP was submitted and is pending county review. \$1,500-\$2,000 cost increase and project delay due to county requirements.

**Other projects**

**EBID Surface Water Treatment Plant –** no update

# Lower Rio Grande PWWA

## Operators Report

March 2, 2010

### System Problems and Repairs.

- (Berino Road project) Burns Construction is about 95% complete. The subdivision is about 65% Complete.
- Backflow inspections are current.(Mesquite District)
- Sewer tank inspections are current.(Mesquite District)
- We are still having some problems with the Seamen's SCADA no response from Bob; Martin has sent an e-mail to Jody.
- La Mesa Gas Chlorine equipment has arrived we are still waiting on the building.
- The Desert Sands district has been running well.
- We lost the Berino well due to a broken check valve. It was caused by the cold weather.
- The La Mesa district had a total of 51 work orders.
- The Mesquite district had a total of 139 work orders.
- The Desert Sands district had a total of 25 work orders.
- The Berino district had a total of 88 work orders.
- We re-connected the 6" main line on Lechuga and east side canal.

**NMED:** Monthly Bac-T-Samples have been taken this month under the Lower Rio Grande PWWA.

**Mesquite district Wetlands:** Monitoring well samples have been taken in January.

**Chlorine:** No problems with Chlorine this month.

**Reports:** Monthly well reports have been submitted to the State Engineers office.

**New installs:** We had one new service install in Desert Aire

Criteria Firm:			CE&M	Gannett	MolzenCorbin	BHI	Vencor	SMA
<b>Planning &amp; Design Services</b>								
#1			28	30	30	30	30	29
#2			20	23	24	23	25	22
#3			18	19	20	19	20	18
#4			9	10	10	10	10	10
#5			0	0	0	0	0	0
#6			10	8	9	9	10	10
<b>Construction Services</b>								
#1			18	20	20	20	20	20
#2			14	15	15	15	15	15
#3			14	15	15	15	15	15
#4			9	10	10	10	10	10
#5			9	10	10	10	10	10
<b>Total</b>			149	160	163	160	165	159