

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
MEETING NOTICE & AGENDA
BOARD OF DIRECTORS MEETING
6:30 p.m. Wednesday, November 3, 2010 at Vado MDWCA Office

- I. Sign in, establish quorum, call to order
- II. Approval of agenda
- III. Approval of Minutes of 10/20/10
- IV. General Manager's action items & reports - Insurance, assets transfers, Income & Expense Report, O&M report
- V. Guest Presentations – Alicia Rojas-Jayme & Javier Jayme - Ludgate proposed subdivision & request for Letter of Commitment
- 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. Water Rights combine & comingle application – for approval
 - B. LRG MDWA current projects – report
 - C. RFPs – Staff recommendations for selection of accounting firm – for approval
 - D. Funding applications - NMFA, RD, CDBG, BECC/NADB updates
 - E. GM Employment Contract & GM Job Description – for adoption
 - F. Job descriptions & pay scales - implementation by GM – update
 - G. Employee Handbook – postpone
 - H. Policy Manual – postpone
 - I. Election Policy – pending information from county - postpone
 - J. District Boundaries – pending info from mutuals & mapping - postpone
 - K. EBID Blanket License Agreement & Mutual Aid Agreement - for approval
 - L. Employee Benefits Package – for approval
 - M. Alliance – report
- VIII. New Business:
 - A. Adoption of 40-Year Water Plan & Water Conservation Plan
 - B. Loan pay off authorizations – Berkadia, others
 - C. Amended Engineering Agreements/Molzen, Gannet & Vencor for approval
 - D. Authorize vehicle purchases
 - E. Resolution FY2011-05 BECC Application – for adoption
 - F. Customer Service Policies – for review & comment
- IX. Other discussion and agenda items for next meeting – Next meeting 11/17/10 at 10 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 Desert Sands MDWCA office at 505-882-0313, P.O. Box 1864, Anthony, NM 88021, or in person at 59 Links Road, Berino, NM 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 Desert Sands MDWCA 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 Desert Sands MDWCA 505-882-0313, P.O. Box 1864, Anthony, NM 88021, o en persona 59 Links Road, Berino, NM 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 Desert Sands MDWCA si un resumen o otro tipo de forma accesible es necesario

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
BOARD OF DIRECTORS
MONTHLY MEETING MINUTES
Wednesday, October 20, 2010
Vado MDWCA Office, 10:00 A.M.
325 HOLGUIN RD.
VADO, NM 88072

- I. **Call meeting to order, Proof of quorum**
Vice-President John Holguin call meeting to order at 10:14am. Proof of quorum established with Board of Directors present as follows: John Holguin, Santos Ruiz, Jim Pugh and Rosaura Pargas. Absent: Roberto M. Nieto. Guests: Renata Manning-BECC, Martin Lopez-LRG PWWA GM, Karen Nichols-LRG PWWA Projects Manager, Kathi Jackson-Finance Manager (temp), Ruth Williams, M.E. Bejarano, Natalia Mercado.
- II. **Approval of agenda**
Rosaura Pargas motions to approve agenda with postponing item VII. F, Jim Pugh seconds, motion carried, none opposed 4-0.
- III. **Approval of Minutes of 10/6/10**
- IV. **General Manager's action items & reports - Insurance quotes, transfers of assets, Income & Expense Report-** Mr. Lopez reported that the insurance quotes are not in at this time they will be effective on November 1, the transfers of assets has already started and as of now in the income & expense report there are \$470 in the bank.
- V. **Guest Presentations** – Renata Manning Gbo-Gbo, BECC reported that applications for funding are due by November 1. Projects could be for back-up power supplies, wastewater collection, not necessarily project ready, but aggressive schedule to get ready. UMI. NADB BEIF grants, other loan resources, UMI – registration going on right now for ELP satellite course. www.nadb.org. Jim Phug motions to submit application to BECC, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- 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**
- VII. Unfinished Business:
 - A. **Water Rights combine & comingle application – for approval** – Mr. Lopez reported that Attorney, Beverly Singleman, is working with it will present at the end of the year, Vado water rights have been acknowledged and transfered to Authority
 - B. **LRG MDWA current projects** – report – Mr. Lopez reported that some of the funds from Castillo Rd. (interconnect Mesquite to La Mesa) could go towards Berino Rd., water conservation plan needs to be updated now that Vado has been

acknowledged, La Mesa's new building bid was on Oct. 17 it is been set to be in place around Jan./Feb. 2011 and that is when the LRG Mutual will dissolve. Need to formally adopt 40 Year Water Plan and Water Conservation Plan. PER not done yet.

- C. **RFPs - Selection of engineering firm-** Mr. Lopez reported per Mr. Nieto if the selection of engineering firm could be postponed until next Board meeting. Mr. Phug motions to postponed, Mr. Ruiz seconds, it was discussed that there was no need to postpone. Mr. Phug motions to withdraw from the previous motion made and continue forward with the selection of engineering firm. Mr. Lopez was granted permission by Mr. Nieto to vote on his behalf if the Board decided to continue with selection. Board Votes Selection of Engineering firm as follows:
Vencor Engineering 500pts
Molzen Corbin 410pts
Gannett Flemming 395pts
Bohannan Huston 395pts
CE & M 320pts
Jim Pugh motions to award Vencor Engineering in the selection of firms that was presented, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- D. **Funding applications** - NMFA, RD, CDBG updates, & Resolution #2011-04 Authorizing 2011 WTB Application for retroactive adoption – NMFA waiting on Governance Document, CDC meeting tomorrow in SF – will consider rule change to allow Special Districts to apply directly. WTB submitted.
- E. **Governance Document** – for adoption
Jim Pugh motions to adopt governance document with a modification on page 15 Section 2.08.B, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- F. **GM Employment Contract & GM Job Description** – review attorney's comments, adopt if ready – POSTPONED – NEXT AGENDA
- G. **Job descriptions & pay scales** - implementation by GM – update
Mr. Lopez reported that all employees, full/part & contract have applied. Positions for Project Manager, Operations Manager have been filled will have a Finance Manager filled in the near future, positions for specialist have also been placed.
- H. **Policy Manual** – postpone
- I. **Employee Handbook** – postpone
- J. **Election Policy** – pending information from county – postpone
- K. **District Boundaries** – pending info from mutuals & mapping – postpone

- L. Public Notification Meetings for new CDBG Application & USDA Rural Development “Intent to Submit Application” scheduled for 10/20/10, 6 p.m. at Berino MDWC & 10/21/10 at Del Cerro Community Center – discussion
- M. **EBID Blanket License Agreement & Mutual Aid Agreement** - for approval
POSTPONED TO NEXT AGENDA

VIII. **New Business:**

- A. **Housing Assessment meeting** – report – Espy – work in these communities to request a housing assessment – money available thru HUD & CDBG
 - B. **Alliance – report - None**
 - C. **Employee Benefits Package** – for approval – what kind of benefits to consider – no information yet, will be on agenda for 11/3
- IX. Other discussion and agenda items for next meeting – Next meeting 11/3/10 at 6:30 p.m., Accounting proposals, Manny wants DS membership to vote to leave the Authority, wants to have public meetings to inform about new regulations & rates. Mr. Lopez tasked Ms. Jackson with proposal for accounting services to look scope of work for proposal to do more in-house. Staff to interview firms for qualifications and clarified scope & made a recommendation back to the board.
- X. **Adjourn**
Motion to adjourn made by Rosaura Pargas and second by Jim Pugh at 12:36pm.
Minutes of October 19, 2010 to be approved by Board of Directors, November 3, 2010.

Date Minutes Approved: _____

Chairman, Roberto M. Nieto

Vice- Chairman, John Holguin

Secretary, Santos Ruiz

Director, Rosaura Pargas

Director, Jim Pugh