



Lower Rio Grande Public Water Works Authority

Sign In Sheet Page ___ of ___

Date: 11-15-17

Time: 9:30

Places: La Mesa

Event: Board meeting

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	Patty Charles LRGPWWA	575-233-5742	patty.charles@lrgauthority.org
	Martin Lopez LRGPWWA	575 571 5628	martin.lopez@lrgauthority.org
	Henry Hartzburg JOSE REYER LRGPWWA	525 9622 575 6180182	info@reysurvey.com
	Katie Jackson Finance Manager LRGWWA	(575) 640-4330	Katie.jackson@lrgauthority.org
	MIKE McMURRAN LRGPWWA	970-302-7852	
	Kara Nichols LRGPWWA	715 203 2057	Kara.Nichols@lrgauthority.org
	Joshua Watson Attorney	528-2500	josh@watson-smith.com
	Guillermo Gorguiz VENCOR ENG	(575)-650-2045	gorguiz@vencorllc.com
	Espy Holguin	575 644-9543	Espy@Q.com
	FURMAN SMITH	382 5982	SAME
	Mike Lopez	(575) 635-3921	Same

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 15, 2017 at our La Mesa Office, 521 Saint Valentine, La Mesa, NM
Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPPWA 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 9:30 am 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. Michael McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Project Manager Karen Nichols, Finance Manager Kathi Jackson and Operations Manager Michael Lopez. Guests present were Attorney Josh Smith and Guillermo Orquiz from Vencor Engineering.
- II. **Pledge of Allegiance:** Mr. McMullen led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** Mr. Smith made the motion to approve the agenda with Item VIII A postponed. Mr. Magallanez seconded the motion. The motion passes with all in favor.
- IV. **Motion to approve the minutes of the October 18, 2017 Regular Board Meeting:** Mr. Smith made the motion to approve the October 18, 2017 minutes and Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Guest Presentations:** None
- VI. **Public Input:** None
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. He mentioned that the extension of time for beneficial use of water rights for Valle Del Rio had been approved by the NM Office of State Engineer. He said the health insurance plan will increase by a little over 10% next year and will be a minimal impact on the Budget. The December billing will include the sewer charges for Anthony Water & Sanitation District customers. A previous employee was rehired and an operations employee quit. He mentioned that during the 2017 NM Infrastructure Finance Conference, Ms. Nichols received the Catalina Muniz Utilities Award.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. She mentioned that the Mesquite Brazito Sewer Project was really close to going out to bid. Attorney Josh Smith was working on resolving some hold ups and would speak about that later. Valle Del Rio - the request for additional funding was postponed because NMFA did not have a quorum for their board meeting so it was canceled. It was moved to December 21, 2017 but would most likely be moved up. NMFA did not have any issues with the additional funding requested. Veterans Road Project, Dan from Parkhill, Smith and Cooper said that their contractor had run into an EBID structure that no one knew about, she indicated that there would be an increase in cost because the contractor will have to go underneath the structure. The project should be finished by the end of November 2017.
 - C. **Operations:** Mr. Lopez provided a written report and stood for questions. He mentioned that a bulldozer was rented to level off the wetlands and are working on it every day. Mr. Martin Lopez mentioned that it was part of the Mesquite Wetlands closure it has to be finished by March 2018, should be done by the end of November 2017. Ms. Holguin was interested in knowing what the percentage is for customer growth, Mr. Martin Lopez will get that information to her as soon as he can. Mr. Lopez mentioned that the Berino area is growing rapidly he has 6 service orders currently. Mr. Martin Lopez said that the Colonias money included all cost for instillation except for the lines to the homes on the Veterans Road Project. This would normally cost over \$2100.00 if individuals pay for it themselves. Mr. Martin Lopez said he was surprised that a few people in the Brazito area are still not signed up for the sewer project which will only cost them \$144.00.

- D. **Finance:** Ms. Jackson provided a written report and stood for questions. She mentioned that LRG had an increase in income, she said it was due to the extra water usage due to the warm weather. High temperature this time of year always increase water usage. The expenditures were low this at the end of October 2017. She mentioned the increase in health insurance costs and said LRGPWWA had added additional funds into reserves.

VIII. Unfinished Business

- A. **Appointment of Director for District 2:** this item was postponed

IX. New Business

- A. **Motion to authorize funding application USDA RD for South Valley Water Supply and Treatment:** Ms. Nichols said that this is for the Well Project in Berino we have already applied and provided a presentation to the WTB. That funding will not be enough to complete the project. She is planning to apply to Colonias Infrastructure and would like to have a backup application with RD. RD is trying to spend their money and get money from other areas to demonstrate the need in this area. Mr. Lopez said everything is done on this project thru the design phase. Ms. Holguin made the motion to authorize a funding application to USDA RD, Mr. Smith seconded the motion. The motion passed with all in favor.
- B. **Motion to apply to DWSRLF for Valle Del Rio Water System Improvement Phase II:** Ms. Nichols requested additional funding and pulled the tank rehab. from phase I. The present tank only has 1 manway and the new rules require 2 manways. This phase will include the rehab. of the tank, main water lines and the service lines. Mr. Magallanez made the motion the apply to DWSRLF, Mrs. Holguin seconded the motion. Motion passed with all in favor.
- C. **Motion to authorize CDBG Public Hearing on Wednesday, December 6th at 6:30 P.M.:** Ms. Nichols said projects cannot be discussed with the Board of Directors before the Public Hearing, but the funding is for planning. Mrs. Holguin made the motion to authorize CDBG Public Hearing on Wednesday, December 6th at 6:30 P.M., Mr. Evaro seconded the motion. Motion passed with all in favor.
- D. **Motion to adopt proposed amendment to Member-Customer Policy related to lien filing:** Mr. Martin Lopez mentioned that there would be minimal changes to the policies. Changes are to pages 9 and 12, also included in the packet is the flow chart that simplifies the collection process.
- E. **Motion to adopt amendment to Schedule of Rates & Fees adding Lien Filing and Release of Lien fees:** Mr. Martin Lopez said that the lien fees will cover the staff time and the county release of lien charges. The changes are indicated on the amendments attached to the agenda. Mrs. Holguin made the motion to combine D and E together and adopt both at the same time, which are the proposed amendments to the Member-Customer Policy and the Schedule of Rates & Fees, Mr. Magallanez seconded the combined motion. Motion passed with all in favor.
- F. **Motion to accept the RFP Selection Committee recommendation for the engineering firm for the East Mesa Planning Documents Project and instruct staff to initiate contract negotiations with the recommended firm:** Mr. Martin Lopez stated that the Selection committee met on Monday, November 13, 2017 which consisted of one board member and 4 staff members. The committee selected Vencor Engineering for the East Mesa Planning Documents Project. Ms. Nichols provided the Committee report in the packet. Mrs. Holguin made the motion to accept the RFP Committee recommendation, Mr. Magallanez seconded the motion. Motion passed with all in favor.

- X. **Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7- threatened or pending litigation, NMSA 1978 10-15-1 H.2 - Limited Personnel Matters and NMSA 1978 10-15-1 H.8 Discussion of purchase, acquisition or disposal of real property or water rights:**

- A. Mrs. Holguin made the motion to convene to closed session and Mr. Evaro seconded the motion. Mr. McMullen called roll, District #1 (Mr. Sanchez) absent, District #2 (Vacant), District #3 (Mr. Evaro) present, District #4 (Mrs. Holguin) present, District #5 (Mr. Magallanez) present, District #6 (Mr. McMullen) present, District #7 (Mr. Smith) present.
 - B. **Motion to reconvene in open session:** Mr. Smith made the motion to reconvene in open session at 11:02 a.m. and Mrs. Holguin seconded the motion. The motion passed with all in favor.
 - C. **Statement by the Chair: The matters discussed in the closed meeting were limited only to those specified in the motion for closure:** Mr. McMullen made the statement that the matters discussed were limited only to those specified in the motion for closure.
 - D. **Motion(s), if any, related to the matters discussed in closed session:** Mr. Magallanez made the motion to instruct Attorney Josh Smith to get additional information regarding Mrs. Mora's property and to provide the board with that information at a later date. Mrs. Holguin seconded the motion. The motion passed with all in favor. Mr. Smith made the motioned to give General Manager Martin Lopez a \$10,000.00 raise, Mr. Martin Lopez was very appreciative but informed the board that his evaluation did not automatically trigger a raise. Mrs. Holguin said that they knew how long it had been since he had received a raise. Mrs. Holguin seconded the motion. The motion passed with Mr. Magallanez abstaining from the vote.
- XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 13, 2017 at the Vado Office
- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate:** Ms. Nichols asked the board if anyone had attended any trainings, none had. Mr. Magallanez would like to attend the webinar training on December 5, 2017. Ms. Charles will help him get registered for that training. Mr. Martin Lopez mentioned that if the board members find any training that they would like to attend LRGPWWA is willing to pay for the training. Ms. Nichols suggested that she and Ms. Charles get together with Attorney Josh Smith and get some trainings setup. He has the ability to assist LRGPWWA with statute trainings.
 - B. **Project selection for CDBG Planning Grant Applications:** this will be added to the December 2017 agenda.
 - C. **Request SCCOG to assist with application and administer CDBG Planning Grant Funds:** this item will be on the December 2017 agenda.
 - D. **Audit discussion – Audit is due to be submitted to Office of the State Auditor by December 15th, 2017:** Ms. Jackson informed the board that this item will have to be moved to the January 2018 agenda.
 - E. **Set Public Meeting date for USDA Rd Application:** this item will be on the December 2017 agenda.
 - F. **Resolution to apply for Colonias Initiative Funding for South Valley Water Supply and Treatment:** this item will be on the December 2017 agenda.

Mr. Martin Lopez wanted to make sure that all board members were invited to the Christmas Party, the invitation was included in the packet. Mr. Evaro notified the board members that he would not be attending the December 13, 2017 board meeting.

- XII. **Adjourn:** Mrs. Holguin made the motion to adjourn the regular meeting of the LRGPWWA Board of Directors. Mr. Magallanez seconded the motion. The motion passed with all in favor. Mr. McMullin declared the meeting adjourned at 11:18 a.m.

Minutes approved December 13, 2017

Michael McMullen, Chairman (District 6)

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)

DRAFT

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 15, 2017 at our La Mesa Office, 521 Saint Valentine, La Mesa, NM
Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office—call 575-233-5742 for information

- I. Call to Order, Roll Call to Establish Quorum: District #1 (Mr. Sanchez) ____, #2 (Vacant) ____, #3 (Mr. Evaro) ____, #4 (Mrs. Holguin) ____, #5 (Mr. Magallanez) ____, #6 (Mr. McMullen) ____, #7 (Mr. Smith) ____
- II. Pledge of Allegiance
- III. Motion to approve the Agenda (item VIII A. may be postponed)
- IV. Motion to approve the minutes of the October 18, 2017 Regular Board Meeting.
- V. Guest Presentations: None
- VI. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VII. Managers' Reports
 - A. General Manager
 - B. Projects
 - C. Operations
 - D. Finance
- VIII. Unfinished Business
 - A. Appointment of Director for District 2 – this item may be postponed
- IX. New Business
 - A. Motion to authorize funding application USDA RD for South Valley Water Supply and Treatment
 - B. Motion to apply to DWSRLF for Valle Del Rio Water System Improvement Phase II
 - C. Motion to authorize CDBG Public Hearing on Wednesday, December 6th at 6:30 P.M.
 - D. Motion to adopt proposed amendment to Member-Customer Policy related to lien filing
 - E. Motion to adopt amendment to Schedule of Rates & Fees adding Lien Filing and Release of Lien fees
 - F. Motion to accept the RFP Selection Committee recommendation for the engineering firm for the East Mesa Planning Documents Project and instruct staff to initiate contract negotiations with the recommended firm
- X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7- threatened or pending litigation, NMSA 1978 10-15-1 H.2 - Limited Personnel Matters and NMSA 1978 10-15-1 H.8 Discussion of purchase, acquisition or disposal of real property or water rights
 - A. Roll Call Vote: District #1 (Mr. Sanchez) ____, #2 (Vacant) ____, #3 (Mr. Evaro) ____, #4 (Mrs. Holguin) ____, #5 (Mr. Magallanez) ____, #6 (Mr. McMullen) ____, #7 (Mr. Smith) ____
 - B. Motion to reconvene in open session.
 - C. Statement by the Chair: The matters discussed in the closed meeting were limited only to those specified in the motion for closure.
 - D. Motion(s), if any, related to the matters discussed in closed session.
- XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 13, 2017 at the Vado Office
 - A. Have any Board Members participated in training? If so, please give us a copy of your certificate
 - B. Project selection for CDBG Planning Grant Applications
 - C. Request SCCOG to assist with application and administer CDBG Planning Grant Funds

- D.** Audit discussion – Audit is due to be submitted to Office of the State Auditor by December 15th, 2017
- E.** Set Public Meeting date for USDA Rd Application.
- F.** Resolution to apply for Colonias Initiative Funding for South Valley Water Supply and Treatment

XII. 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 LRGPWWA office at 575-233-5742, PO Box 2646, Anthony NM 88021 OR 215 Bryant St., Mesquite 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 LRGPWWA office if a summary or other type of accessible format is needed.

Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete de lenguaje de signos o cualquier otra forma de ayudante auxiliar o servicio para asistir o participar en la audiencia o reunión, póngase en contacto con la oficina de LRGPWWA, 575-233-5742, PO Box 2646, Anthony, NM 88021 o 215 Bryant St., Mesquite, NM por lo menos una semana antes de la reunión o tan pronto como sea posible. documentos públicos, incluyendo el orden del día y actas, pueden proporcionarse en diferentes formatos accesibles. Póngase en contacto con la oficina LRGPWWA si es necesario un resumen u otro tipo de formato accesible.

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, October 18, 2017 at our East Mesa Office, 9774 Butterfield Blvd, Butterfield Park, NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA 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 9:35 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. Michael McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson, Operations Manager, Michael Lopez, Projects Specialist Patricia Charles. Guests present were Hector Vasquez from Vencor Engineering and Mariana Chew, Congressman Pearce Field Representative.
- II. **Pledge of Allegiance** – Mr. McMullen led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** Amendments to the agenda are IXC was an amended motion and VIIIA will be postponed. Mr. Magallanez made the motion to approve the agenda, Mrs. Holguin seconded the motion. The motion passed with all in favor.
- IV. **Motion to approve the minutes of the September 20, 2017 Regular Board Meeting:** Mr. Smith made the motion to approve the September 20, 2017 minutes and Mrs. Holguin seconded the motion. The motion passed with all in favor.
- V. **Guest Presentations:** Mariana Chew, Congressman Pearce Field Representative has a PHD on waste water management. She is trying to help Congressman Pierce in implementing alternative energy in his district. She came to the meeting to offer her help in any way she can. Congressman Pearce wanted her to attend because he would like to help Utilities Systems with infrastructure needs.
- VI. **Public Input:** none
- VII. **Managers' Reports**
 - A. **General Manager** – Mr. Lopez wanted to thank John Holguin for providing a Flag for the East Mesa Office. Brazito System Improvements (\$46K) Loan was paid off in August. Several staff and board secretary will be attending the NM Infrastructure Conference in Santa Fe next week. Ms. Jackson and two staff members will be attending a Budget Conference in Albuquerque on November 16 & 17, 2017. DAC is requesting Alto De Las Flores consider billing for sewer, Mr. Lopez said he would have to revisit the O&M Contract to see if there is a possibility of assuming any kind of liabilities. Customers could call with complaints or problems with the sewer when our contract is only for drinking water. He stood for questions. Ms. Nichols asked if he knew when DAC would be done repairing the lines on Berino Road. Mrs. Holguin mentioned that she spoke to some of the staff out in the field and was told a new contractor would have to be hired in order to finish the project.
 - B. **Projects-** Mesquite-Brazito Sewer Project 2, application is finally under review, Ms. Nichols has been providing Ms. Alarcon requested documents. We will have to see if there is any funding available. She had put together an application to the WTB for the South Valley Water Supply & Treatment Project and the Water Master Plan. She was informed that the application for the Water Master Plan had been rejected because it was ineligible. However, the same application was accepted and was authorized by the Legislature and was on the priority list for funding last year. She informed the Board that she was seeking clarification. The application for the Central Office Building is started but we are waiting on the determination on what the term of the loan will be. We know the interest rate would be 2% and think that the term might be 20 years. It is possible that the term might be 30 years because we are a severally disadvantaged community. Ms. Jackson indicated that securing a longer loan term would help keep the monthly payment more manageable. Mr. Lopez said that we were looking at maybe a metal building or a modular building to cut down on costs. Mr. Magallanez and Mr. Vasquez offered their services to mark the property to get a better idea of the square footage required to house the majority of the LRG staff. Mrs. Chew suggested building in stages to help spread the costs and suggested enlisting the help of the community. Ms. Nichols mentioned that we are working out of 6 different locations which takes a lot of staff time and gasoline.

Regarding the Valle Del Rio Water System Project bids were higher than initially thought and the tank rehabilitation was considerably higher because that tank has only one manway and are now required to have two. Because of the recent Natural disasters material costs will be higher for the project. Waterline Extension Project (Veterans Road) The contractor is back on site working on the project. They had been delayed because EBID was still delivering water in the area. The project is substantially completed should be finished by mid November 2017, the dead line for finishing is February 15, 2018. Mike, JJ and Angie will be taking a Water Audit Training next week.

- C. **Operations-** Mr. Lopez provided his report and stood for questions. He is working on getting estimates on the rental of an 850 Bull Dozer. Mr. Smith asked what the cost was on the Arroyo well, Mr. Lopez said the estimate was close to \$100,000.00. He also wanted to let everyone know that water usage has increased again.
- D. **Finance:** In the package are the Consolidated Balance Sheet and the Income Statement for FYE 2018 1st Quarter. Ms. Jackson mentioned that LRG has 58 million in assets, 5 million in liabilities and 6-7 million in construction projects. Mr. Lopez mentioned that he had been notified that the Medical Insurance company will not provide the same policy for next year. We will have to start looking for another insurance policy.

VIII. Unfinished Business

- A. **Appointment of Director for District 2** – this item was postponed

IX. New Business

- A. **Motion to Adopt Resolution FY2018-08 Approving FY2018 1st Quarter Budget Report:** Ms. Jackson indicated that there were no major expenses and YTD income was a little over a million dollars and expenses were a little over \$771,000.00. Mrs. Holguin made the motion to adopt Resolution FY2018-08 1st Quarter Budget Report, Mr. Evaro seconded the motion. The motion passed with all in favor.
- B. **Motion to approve use of LRGPWWA funds to cover any shortfalls for Water Line Extension Project (Veterans Road/Berino Bosque Area):** Mr. Lopez mentioned that the initial request was because we were not sure how much we would need because we added a few additional connections. Martin estimated that what would be needed initially would be between 5 – 6 thousand dollars. Mr. Magallanez wanted to know if there was an amount that they could approve with a not to exceed amount. Mr. Lopez said he would be comfortable with an amount not to exceed \$10,000.00 dollars. Mr. Magallanez made the motion to approve the use of LRGPWWA funds to cover any shortfalls for the Water Line Extension Project (Veterans Road/Berino Bosque Area) not to exceed \$10,000.00, Mr. Evaro seconded the motion. The motion passed with all in favor.
- C. **Motion to award contract for Valle Del Rio Project to the low bidder contingent upon final approval of the Engineer and concurrence of NMED-CPB:** Ms. Nichols pointed out the Bid tabulation in the Board packet. She said the Engineering Company is still checking references and licenses. The approval is contingent upon the review from the Engineer and concurrence of NME-CPB. Mrs. Holguin made the motion to award the contract to Morrow Enterprises for Valle Del Rio Project, contingent upon the final approval of the Engineer and concurrence of NMED-CPB. Mr. Magallanez seconded the motion. The motion passed with all in favor.
- D. **Motion to authorize application for additional loan funds for 3394-DW for costs overruns on the Valle Del Rio Project:** Ms. Nichols had a preliminary funding analysis and discussed various alternatives on how to award the contract and meet the funding short falls needed. Mr. Magallanez made the motion to authorize additional loan funds for 3394-DW for cost overruns not to exceed \$175,000 dollars. Mrs. Holguin seconded the motion. The motion passed with all in favor.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, November 15, 2017 at the La Mesa Office:

- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate.** None of the Board Members had any trainings to report. Mr. Lopez wanted to give thanks to the staff for volunteering sick/vacation leave to donate to Pete Gomez.
- B. **Audit discussion – Audit is due by December 15th, 2017**

C. Potential Policy amendments related to lien filing

D. Closed Session - Personnel

- XI. Adjourn:** Mr. Smith made the motion to adjourn the regular meeting of the LRGPWWA Board of Directors. Mr. Magallanez seconded the motion. The motion passed with all in favor. Mr. McMullin declared the meeting adjourned at 10:54 a.m.

Minutes approved November 15, 2017

Michael McMullen, Chairman (District 6)

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)

LRGPWWA
Manager's Report
November 15, 2017

- Properties (Well #6) and (Lift Station #3) thought to belong to Mesquite Water are actually long term third leases from NMDOT to DAC to Mesquite Water (LRGPWWA) and NMDOT to Gadsden School District to Mesquite Water (LRGPWWA)-Attorney is researching federal mortgages impact to leases
- LRG 4364 (Valle Del Rio) Extension of time for beneficial use of water rights has been approved by the NM Office of State Engineer
- Health insurance plan to increase by a little over 10% (minimal impact to Budget)
- December billing to include the sewer charges for the Anthony Water & Sanitation District customers-AWSD asked to move it back one month
- We rehired a finance department employee and an operations employee quit
- During the 2017 NM Infrastructure Finance Conference: Karen received the Catalina Muniz “Utilities” Award. The award highlights projects that surpass the expectations in order to improve the lives of their community.

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 11/15/17**

LRG-11-02.2 – Mesquite-Brazito Sewer Project – Bohannon Huston, Inc. – LOC-Design Stage – NMFA PG/SAP funded Planning, \$30k 2014 SAP, \$540,608 2014 CITF (10% Loan), USDA-RD Loan \$357,000 @ 3.250%, Grant \$1,194,919, Colonias Grants of \$6,356,474 & \$119,407 – Order of Immediate Possession was issued by the court for one of the two remaining lift station tracts. Attorney is resolving the final tract. Once that is done, we will be able to close on funding and put the project out to bid.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Planning Stage – USDA-RD Application \$15,030,780 – PER has been complete and submitted to USDA-RD along with all application documents. RD has it under review.

LRG-11-03 – Interconnect & Looping Project – see 12-01 Authority PER

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: Made a presentation to the Water Trust Board on October 24th. Award recommendations have not yet been released. Submitted NOI to apply for Colonias Infrastructure funding for this project, and authorization to apply for USDA RD funds for this project is on today's agenda.

LRG-17-01 – Water Master Plan – WTB #252 – Bohannon Huston: Water Trust Board application has been submitted, and it has been determined by NMFA staff to be ineligible. We are looking at other funding sources.

LRG-17-02 – Central Office Building: Will meet with GM & FM tomorrow to work on narrative justification and cost-savings analysis to support this application. NMFA internal committee had several questions before moving forward with a recommendation to the board for funding. Also, staff is still working with EPA on the issue of the term of the loan.

Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle: pending NM-OSE comments/approval. Currently only includes the initial five systems.

LRG-15-01 – System-wide Information Technology Standardization - SCADA - \$130,000 NM SAP & \$90,000 NM SAP – Molzen Corbin Associates: Close-out documents have been completed.

LRG-13-03 – Valle Del Rio Water System Project – RFP/Planning/Design Stage - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates: NMFA internal committee had no issues with the request for additional funding. NMFA Board meeting for November was cancelled; next meeting is set for 12/21/17, but may be rescheduled earlier. I am working with NMED on the Project Interest Form for the Phase II project application. We have authorization to award the contract, and SMA is working on that.

LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan – Parkhill, Smith & Cooper - Monthly Project Update: Project should be complete by end of this month. Contractor is working on Three Saints Road.

LRG-17-03 – Planning Documents for East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG – Engineer Selection – RFP Selection Committee recommendation is on today’s agenda.

Other projects:

Infrastructure Capital Improvements Plan 2019-2023: DFA has published the first draft of the document on Oct. 30th.

Documents Retention & Destruction – Sorting of old association documents for storage or destruction is ongoing, and staff is implementing approved retention/destruction schedules for LRGPWWA documents. Delivery of documents from the East Mesa Office for sorting and storage or shredding is still pending. Bin has not been sent out for shredding in the past month, but is nearly full.

Website and Email – Notices and Board Minutes pages are current. Other updates are ongoing. Board Training information on the Directors Only page is up to date.

Training – Patty and I attended the NM Infrastructure Conference. Patty did an EFC webinar on Preparing Your Water Utility for an Emergency on November 2nd, and November 8th an EFC Webinar on Responding to a Water Contamination Event. I attended the USDA RD presentations at the NMRWA Conference yesterday.

Lower Rio Grande Water Users Organization – nothing new to report

EBID Surface Water Plant: - We have provided documentation for their resubmission of NMED permit application. Some issues have arisen with the final construction of this plant.

As Needed Engineering Services: Currently we have 1 active Task Orders: 1. Bohannon Huston, Inc. for development of construction cost estimates for replacing the pipeline in the Hwy. 70 crossing in Organ was issued 4/24/17.

Water Audit: Data spreadsheet has been set up for calendar 2017. Data entry is process.

Lower Rio Grande PWWA

Operators Report

November 15, 2017

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- We have rented an 850 bulldozer to level off the wetlands and we make sure that an operator is moving dirt every day.
- For the month of September, we were issued 400 work and service orders.
- For the month of October, we were issued 493 work and service orders.
- For the month of October, we installed 12 new water services.
- For the month of October, we installed 2 new water services for Alto De Los Flores.
- We had two main line water breaks at Alto De Los Flores.
- We have had a few mainline water breaks between the East Mesa and the South valley.

NMED: All of our Monthly Bac-T-Samples were taken for the month of October and all samples were negative.

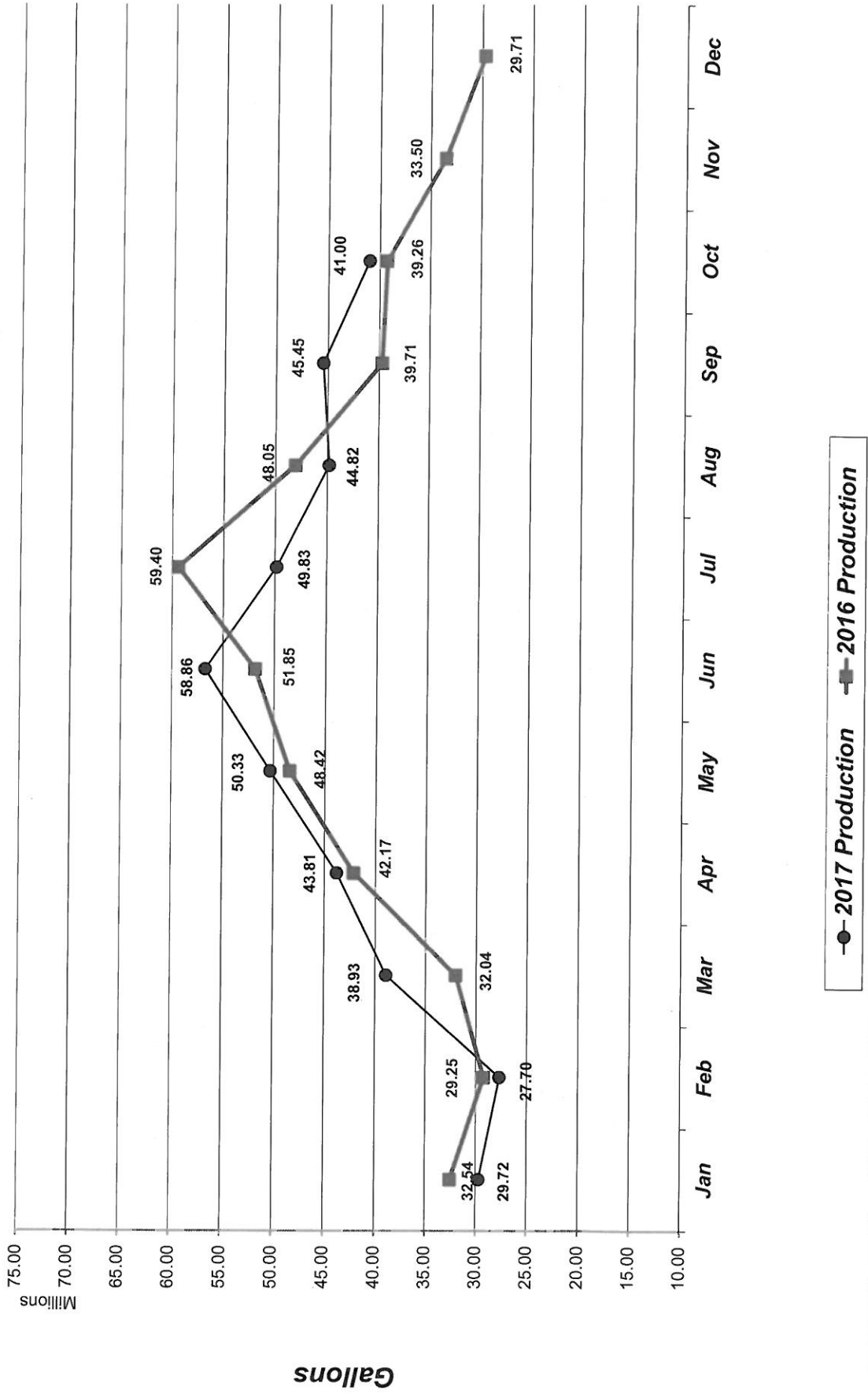
Mesquite district Wetlands: Demo continues.

Mesquite and Organ Sewer Reports. The Organ Wastewater and the Mesquite wastewater reports are due in January 2018.

Chlorine: No problems.

Reports: NMED, State Engineers, and the water conservation reports have been sent.

Lower Rio Grande PWWA Water Production Report





LOWER RIO GRANDE

Public Water Works Authority

PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

Income Statement for the period Ending 10/31/2017

	Current	MTD Activity	YTD Activity	Budget
Revenue				
40000 - Operating Revenue	\$ 2,961,000.00	\$ 269,757.70	\$ 1,141,197.14	\$ 1,819,802.86
40002 - Installation Fees	\$ 25,000.00	\$ 2,836.69	\$ 19,499.74	\$ 5,500.26
40003 - Activation & Connection Fees-Water	\$ 3,600.00	\$ 350.00	\$ 1,300.00	\$ 2,300.00
40004 - Meter Relocation	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
40005 - Backflow Testing	\$ 3,500.00	\$ 2,462.78	\$ 3,657.89	\$ (157.89)
40006 - Tampering Fee/Line Breaks	\$ 1,500.00	\$ 607.92	\$ 1,319.80	\$ 180.20
40007 - Delinquency Fee	\$ 20,000.00	\$ 7,450.00	\$ 31,900.00	\$ (11,900.00)
40008 - Penalties-Water	\$ 50,000.00	\$ 9,228.76	\$ 37,500.75	\$ 12,499.25
40009 - Membership Fees	\$ 3,000.00	\$ 1,750.00	\$ 3,350.00	\$ (350.00)
40010 - Impact Fees	\$ 50,000.00	\$ 10,464.69	\$ 23,951.03	\$ 26,048.97
40011 - Returned Check Fees	\$ 1,500.00	\$ 175.00	\$ 350.00	\$ 1,150.00
40012 - Credit Card Fees	\$ 6,000.00	\$ 942.00	\$ 3,746.00	\$ 2,254.00
40013 - Miscellaneous Revenue	\$ 500.00	\$ 50.00	\$ 205.00	\$ 295.00
40015 - Penalties-Sewer	\$ 7,000.00	\$ 652.85	\$ 2,199.55	\$ 4,800.45
40016 - Meter Test Fee	\$ 500.00	\$ -	\$ -	\$ 500.00
40017 - Hydrant Meter Rental Fee	\$ 2,000.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00
40019 - DAC Trash Coupons	\$ 900.00	\$ 60.00	\$ 268.00	\$ 632.00
40020 - Miscellaneous Revenue-Sewer	\$ 1,500.00	\$ 536.31	\$ 1,329.23	\$ 170.77
45000 - Tower Rent	\$ 15,000.00	\$ 250.00	\$ 1,000.00	\$ 14,000.00
45001 - Billing Adjustments-Water	\$ -	\$ (3,982.30)	\$ (16,620.50)	\$ 16,620.50
45005 - Fiscal Agent Fees	\$ 35,000.00	\$ 3,927.47	\$ 19,587.22	\$ 15,412.78
45010 - Interest	\$ 600.00	\$ 43.67	\$ 153.38	\$ 446.62
45015 - Copy/Fax	\$ 400.00	\$ 10.75	\$ 153.75	\$ 246.25
45020 - Other Income	\$ 10,000.00	\$ 47.79	\$ 96.53	\$ 9,903.47
45025 - Contract Services	\$ 50,000.00	\$ 3,723.93	\$ 15,293.01	\$ 34,706.99
45030 - Transfers In	\$ 400,000.00	\$ 20,000.00	\$ 80,000.00	\$ 320,000.00
Revenue Total:	\$ 3,650,000.00	\$ 331,596.01	\$ 1,372,437.52	\$ 2,277,562.48

Expense

60001 - Transfers to Reserves	\$ -	\$ 20,000.00	\$ 80,000.00	\$ (80,000.00)
60005 - Accounting Fees	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
60010 - Audit	\$ 13,500.00	\$ 8,410.00	\$ 8,410.00	\$ 5,090.00
60016 - Adjustments	\$ -	\$ (50.00)	\$ (3,637.92)	\$ 3,637.92
60020 - Bank Service Charges	\$ 15,000.00	\$ 1,029.38	\$ 4,726.95	\$ 10,273.05
60025 - Cash Short/Over	\$ 300.00	\$ (10.00)	\$ 26.31	\$ 273.69
60030 - Dues and Subscriptions	\$ 5,000.00	\$ -	\$ 19,647.70	\$ (14,647.70)
60035 - Engineering Fees	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00
60045 - Late Fees	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
60050 - Legal Fees	\$ 10,000.00	\$ 558.89	\$ 2,295.67	\$ 7,704.33
60055 - Legal Notices	\$ 6,000.00	\$ -	\$ 146.87	\$ 5,853.13
60060 - Licenses & Fees	\$ 8,000.00	\$ 25.00	\$ 1,525.00	\$ 6,475.00
60065 - Meals	\$ 2,500.00	\$ 105.85	\$ 379.09	\$ 2,120.91
60070 - Organizational Cost	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
60075 - Permit Fees	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
60080 - Postage	\$ 45,000.00	\$ 2,386.01	\$ 10,300.70	\$ 34,699.30
60090 - Professional Fees-Other	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
60100 - Project Development	\$ 200,000.00	\$ 5,107.31	\$ 72,258.30	\$ 127,741.70
60120 - Retirement Account Fees	\$ 2,500.00	\$ -	\$ 425.00	\$ 2,075.00
60125 - Easements & Leases	\$ 5,000.00	\$ -	\$ 7,959.00	\$ (2,959.00)
60130 - Training	\$ 10,000.00	\$ 780.00	\$ 3,099.55	\$ 6,900.45
60150 - Travel:Lodging Per Diem	\$ 5,000.00	\$ -	\$ 738.25	\$ 4,261.75
60155 - Travel:Meals Per Diem	\$ 5,000.00	\$ 270.00	\$ 270.00	\$ 4,730.00
60160 - Travel:Mileage/Parking Per Diem	\$ -	\$ 273.60	\$ 273.60	\$ (273.60)
60175 - Fixed Asset Disposal Fees	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
60600 - Debit Service	\$ 146,360.00	\$ 12,196.67	\$ 95,304.68	\$ 51,055.32
60650 - Interest paid to NMFA	\$ 37,091.00	\$ 28.63	\$ 7,695.69	\$ 29,395.31
60675 - Interest paid to USDA	\$ 130,508.00	\$ 10,629.36	\$ 42,517.44	\$ 87,990.56

Expense (continued)	Current	MTD Activity	YTD Activity	Budget
63000 - Regular Pay	\$ 825,000.00	\$ 66,553.70	\$ 295,034.24	\$ 529,965.76
63001 - Overtime	\$ 21,000.00	\$ 2,043.89	\$ 9,514.75	\$ 11,485.25
63006 - Holiday Pay	\$ 55,000.00	\$ 3,969.05	\$ 11,327.55	\$ 43,672.45
63007 - Sick Pay	\$ 60,000.00	\$ 3,344.22	\$ 16,029.81	\$ 43,970.19
63008 - Annual Leave Pay	\$ 80,000.00	\$ 5,193.28	\$ 21,047.70	\$ 58,952.30
63010 - 401K 10% Company Contribution	\$ 99,000.00	\$ 8,250.00	\$ 33,000.00	\$ 99,000.00
63030 - Accrued Leave	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
63060 - Contract Labor	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
63070 - Employee Benefits-401K Contrib	\$ 40,000.00	\$ 2,352.67	\$ 10,500.07	\$ 29,499.93
63090 - HISC-Blue Medicare Rx.	\$ 500.00	\$ 44.90	\$ 179.60	\$ 320.40
63100 - Insurance-Dental	\$ 15,000.00	\$ 1,053.48	\$ 3,788.05	\$ 11,211.95
63110 - Insurance-Health	\$ 170,000.00	\$ 20,729.24	\$ 77,182.24	\$ 92,817.76
63115 - Salaries: Insurance - Work Comp	\$ 20,000.00	\$ 2,331.00	\$ 6,603.00	\$ 13,397.00
63130 - Mileage	\$ 1,500.00	\$ 22.50	\$ 87.57	\$ 1,412.43
63135 - Drug Testing	\$ 1,500.00	\$ -	\$ 90.00	\$ 1,410.00
63160 - Payroll Taxes-Medicare	\$ 18,000.00	\$ 1,176.03	\$ 5,117.91	\$ 12,882.09
63170 - Payroll Taxes-Social Security	\$ 71,000.00	\$ 5,028.47	\$ 21,883.21	\$ 49,116.79
63195 - Taxes, Liability, Insurance: Cobra Fee	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
63200 - Vision Insurance	\$ 5,000.00	\$ 332.71	\$ 1,208.96	\$ 3,791.04
64100 - Sewer:DAC Waste Water Flow Charge	\$ 50,000.00	\$ 2,896.82	\$ 12,666.77	\$ 37,333.23
64200 - Sewer:Electricity-Sewer	\$ 9,000.00	\$ 1,520.22	\$ 4,094.17	\$ 4,905.83
64300 - Sewer:Lab & Chemicals-Sewer	\$ 10,000.00	\$ 113.13	\$ 1,308.50	\$ 8,691.50
65010 - Automobile Repairs & Maint.	\$ 36,000.00	\$ 7,785.84	\$ 24,546.86	\$ 11,453.14
65230 - Computer Maintenance	\$ 65,000.00	\$ 4,033.64	\$ 12,029.53	\$ 52,970.47
65240 - Equipment Rental	\$ 2,500.00	\$ -	\$ 408.88	\$ 2,091.12
65250 - Fuel	\$ 65,000.00	\$ 4,432.66	\$ 17,621.62	\$ 47,378.38
65260 - Kitchen & Cleaning Supplies	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
65270 - Lab Chemicals-Water	\$ 15,000.00	\$ 126.74	\$ 339.57	\$ 14,660.43
65280 - Lab Chemicals-Water:Chemicals	\$ 40,000.00	\$ 2,105.48	\$ 12,887.77	\$ 27,112.23
65300 - Locates	\$ 7,000.00	\$ -	\$ 775.96	\$ 6,224.04
65310 - Maint. & Repairs-Infrastructure	\$ 199,741.00	\$ 2,754.22	\$ 24,996.04	\$ 174,744.96
65320 - Maint. & Repairs-Office	\$ 10,000.00	\$ 687.04	\$ 5,741.25	\$ 4,258.75
65330 - Maintenance & Repairs-Other	\$ 169,000.00	\$ 4,302.44	\$ 11,453.50	\$ 157,546.50
65340 - Materials & Supplies	\$ 50,000.00	\$ 5,765.93	\$ 28,045.52	\$ 21,954.48
65345 - Non Inventory-Consumables	\$ 111,000.00	\$ 3,765.27	\$ 17,833.66	\$ 93,166.34
65350 - Office Supplies	\$ 15,000.00	\$ 987.12	\$ 3,687.43	\$ 11,312.57
65360 - Printing and Copying	\$ 20,000.00	\$ 1,090.36	\$ 4,361.87	\$ 15,638.13
65370 - Tool Furniture	\$ 5,000.00	\$ 2,819.04	\$ 7,290.12	\$ (2,290.12)
65390 - Uniforms-Employee	\$ 15,000.00	\$ 1,063.78	\$ 2,795.74	\$ 12,204.26
65490 - Cell Phone	\$ 20,000.00	\$ 1,448.35	\$ 6,203.08	\$ 13,796.92
65500 - Electricity-Lighting	\$ 10,000.00	\$ 573.88	\$ 2,143.64	\$ 7,856.36
65510 - Electricity-Offices	\$ 17,000.00	\$ 1,272.94	\$ 6,273.97	\$ 10,726.03
65520 - Electricity-Wells	\$ 225,000.00	\$ 17,833.91	\$ 79,212.84	\$ 145,787.16
65530 - Garbage Service	\$ 2,500.00	\$ 299.29	\$ 852.16	\$ 1,647.84
65540 - Natural Gas	\$ 3,000.00	\$ 120.80	\$ 487.99	\$ 2,512.01
65550 - Security/Alarm	\$ 10,000.00	\$ 251.53	\$ 2,553.18	\$ 7,446.82
65560 - Telephone	\$ 20,000.00	\$ 6,796.10	\$ 9,325.15	\$ 10,674.85
65570 - Wastewater	\$ 1,500.00	\$ 176.40	\$ 617.40	\$ 882.60
66100 - Government Penalties & Interest	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
66200 - Insurance-General Liability	\$ 80,000.00	\$ 1,165.00	\$ 32,893.00	\$ 47,107.00
66700 - Water Conservation Fee	\$ 20,000.00	\$ 1,363.65	\$ 5,905.34	\$ 14,094.66
Expense Total:	\$ 3,650,000.00	\$ 241,717.42	\$ 1,126,309.05	\$ 2,556,690.95
Total Surplus/Deficit:	\$ -	\$ 89,878.59	\$ 246,128.47	\$ (279,128.47)

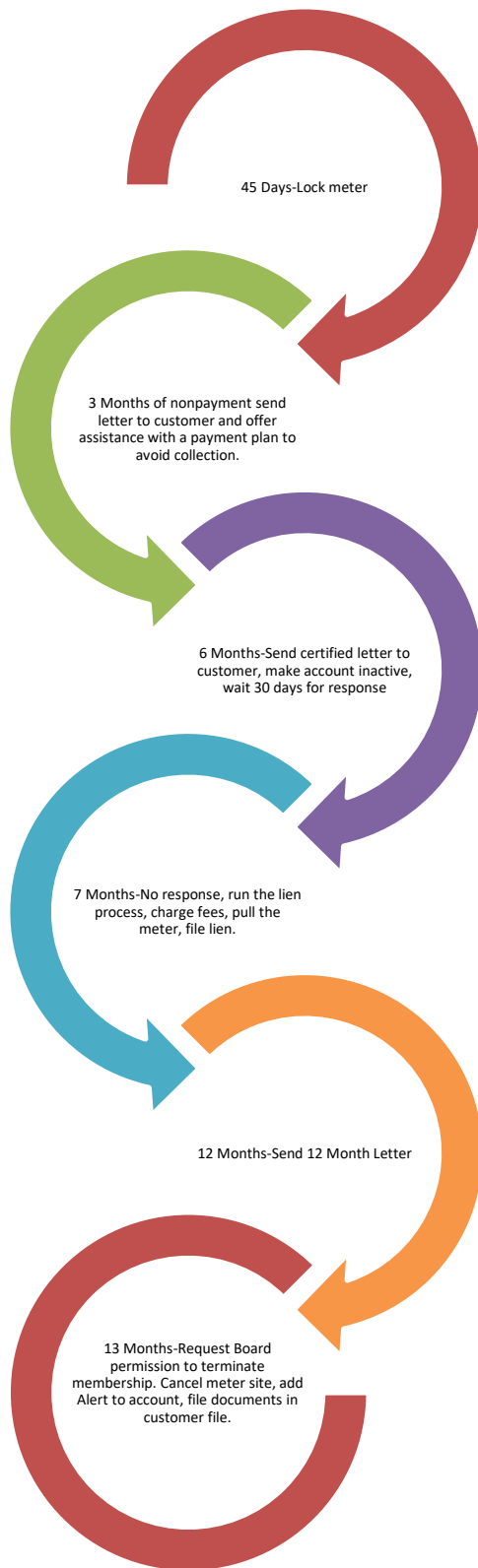
Prepared By:

Kathi Jackson, Finance Manager 11/13/17

Approved By:

Martin G. Lopez, General Manager 11/15/17

Collection Process Work Flow





LOWER RIO GRANDE

Public Water Works Authority

325 Holguin Road Box C Vado, New Mexico 88072 (575) 233-5742

negotiate a monthly payment schedule for the delinquent amount, provided that at the time of the agreement, the customer and/or Member shall pay as an initial deposit fifty percent (50%) of the overdue amount.

If services are disconnected, the Customer Service Specialist and the customer and/or Member may still negotiate a monthly payment schedule for the delinquent amount. Services will be reinstated provided that the current account holder and/or member pay the delinquency fee and fifty percent (50%) of the overdue amount.

G. Returned Checks/Delinquent Accounts. If a payment by check is returned for insufficient funds, the balance due plus returned check fee, and any other applicable fees shall be added to the account, which thereafter will be required to be paid in cash.

H. Disconnection of Water Service. Any water service which has been disconnected due to a delinquent account shall not be reconnected until the account has been paid in full.

The delinquency fee is applied after the delinquency date has occurred and the disconnection list is generated, which is thirty (30) days after billing date and whether services have or have not been physically terminated through closing, locking or removing of water meter.

I. Delinquent Accounts. When an account balance reaches sixty (60) days, the customer will be required to pay a deposit (See Schedule of Rates & Fees- Attachment #2) which will be refundable after the account balance has been kept current for a period of twelve (12) consecutive months.

J. Membership in Default. When an account balance reaches six (6) months, the membership is deemed to be in default, and collection procedures will be initiated. The Authority may, as authorized and described in NMSA 1978 73-26-1, file a lien against property owned by the member, initiate further collection procedures, and/or use any other available means to collect the amount owned and resolve the default. Fees for filing and releasing liens are listed in the attached Schedule of Rates and Fees.



LOWER RIO GRANDE

Public Water Works Authority

325 Holguin Road Box C Vado, New Mexico 88072 (575) 233-5742

K. Termination of Membership & Liens. If a member's account is delinquent for twelve (12) months after disconnection of water service, the amount due may be considered uncollectible and the membership shall be cancelled. Water service for **all** accounts associated with the terminated membership will be terminated. ~~The Authority may file a lien against property owned by the member, initiate further collection procedures, and/or use any other available means to collect the amount owed and resolve the default.~~ After a membership is terminated, a request for reconnection shall be subject to payment of all unpaid account balances plus a new **membership fee and connection fees**.

L. Water/Sewer Service to the Seriously Ill. The Authority will not terminate water/sewer service to any residence where a seriously ill person resides provided that:

i. _____ A letter from a practitioner of the healing arts stating that discontinuance of service will endanger that person's life or health is filed with the Authority and such letter is updated and filed with the Authority every **ninety (90) days** thereafter and;

ii. _____ The Member/Customer enters into a Negotiated Payment Agreement with a monthly payment schedule for the delinquent amount.

5. BILLING AND PAYMENT FOR CROSS-CONNECTION PREVENTION AND CONTROL POLICY (CCPCP) FEES

A. Billing of CCPCP Fees.

Fees associated with the CCPCP are detailed in the Schedule of Rates and Fees attached to this Policy. These fees will be billed to the customer annually by invoice, and the charges will not be reflected on water and wastewater service bills.

B. Payment of CCPCP Invoices.

Invoices will be sent at the beginning of the month and will be due within thirty (30) days from the date shown on the invoice. The invoice will become overdue



LOWER RIO GRANDE

Public Water Works Authority

325 Holguin Road Vado, New Mexico 88072 (575) 571-3628

Residential Connection Fees

Membership fee:	\$50.00
Water Connection fee (Residential):	\$500.00
Water Rights Acquisition fee (Residential):	\$1,600.00 (see Water Rights Acquisition Policy)
Sewer Connection fee:	\$2,500.00
Other applicable fees:	(As determined by Board or Designee)

Please note that the above fees are for a simple installation only. Costs for permits, paving, boring, etc. will be estimated and charged in advance. If installation cost exceeds the amount specified above, the Member shall pay the balance due within 30 days of connecting.

Commercial and Industrial Connection Fees

Commercial and Industrial Connection Fees and Water Rights Acquisition Fees shall be approved by the Board on a case by case basis.

Penalty & Other Fees

Late penalty on overdue accounts	15% of the overdue bill
Delinquency fee:	\$50.00 (effective 7/1/17, \$20 prior)
Delinquency deposit:	\$100.00
<u>Lien Filing Fee:</u>	<u>\$50.00</u>
<u>Release of Lien Fee:</u>	<u>\$50.00</u>

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
East Mesa Planning Docs RFP Committee Report
Monday, November 13, 2017, 1:30 pm at La Mesa Office

Lower Rio Grande PWWA Valle Del Rio Water System Improvements Project RFP Ratings

Offerors	Date Submitted	Time Submitted	6 Copies	8.5x11" bound left side	* 10 Pg. Max.	** Format & Sequence	Labeled per instructions	Campaign Disclosure	Non-Disclosure Request?	Sub-Cons. List	Vol. of Wk. not 75%	Resident-Res. Vet. Bus. Cert.	Grand Total Score	Preference Points	TOTAL POINTS	Ranking
Vencor Engineering	11/6/2017	10:23 AM	Y	Y	Y	Y	Y	Y	N	Y		0 Vet.	117.80	11.78	129.58	1
Smith Engineering	11/6/2017	11:40 AM	Y	Y	Y	Y	Y	Y	N	Y		0 Bus.	110.80	5.54	116.34	6
Bohannon Huston, Inc.	11/6/2017	12:18 PM	Y	Y	Y	Y	Y	Y	N	Y	2 projects	0 Bus.	118.40	5.92	124.32	3
Occam Engineers, Inc.	11/6/2017	12:47 PM	Y	Y	Y	Y	Y	Y	N	Y		0 Bus.	110.80	5.54	116.34	6
Molzen Corbin Assoc.	11/6/2017	2:15 PM	Y	Y	Y	Y	Y	Y	N	Y		0 Bus.	115.20	5.76	120.96	5
Daniel B. Stephens	11/6/2017	1:47 PM	Y	Y	Y	Y	Y	Y	N	Y		0 Bus.	118.60	5.93	124.53	2
Souder, Miller & Assoc.	11/6/2017	2:20 PM	Y	Y	Y	Y	Y	Y	N	N	1 project	0 Bus.	117.40	5.87	123.27	4
Huitt-Zollars	11/6/2017	2:40 PM	Y	Y	Y	Y	Y	Y	N	N		0 Bus.	110.00	5.5	115.50	7

* 10 Pg. Max. does not incl. Covers, Cover Letter, Table of Contents, Preference Certifications or Campaign Disclosure Forms

**Format & Sequence:
 1. Cover Letter
 2. Response to Evaluation Criteria
 3. Other supporting or resource material

NOTE: Due to state funds, Resident and Resident Veteran Preferences do apply.

PROCESS: The RFP Committee individually read and scored each proposal and then discussed each of the rating criteria as a group. During the discussion, the committee members were able to make adjustments to their scores based on things coming up that they may not have previously considered. The scores for each of the criteria were then added and averaged, and the committee concurred with the final score for each of the criteria. Below are the committee scores awarded to each proposal and a summary of the discussion:

Planning & Design Phase #1 Scores – Specialized Design & Technical Competence – 25 possible

Highest score for this item was Souder, Miller & Associates (SMA), lowest was Huitt Zollars (HZ) with a difference of 2.2 points. Committee commented that SMA outlined their process most thoroughly for this item. HZ proposal discussed their projects and included management team and bios. Most other proposals put their management team and bios under Capacity & Capability.

P&D #2 Scores – Capacity & Capability – 25 possible

Highest score for this item was D.B. Stephens (DBS), lowest was HZ with a difference of 2.2 points. Committee members commented that DBS emphasized the expertise of each one of their staff, while the HZ proposal put more emphasis on years of experience and less on types of experience.

P&D #3 Scores – Past Record of Performance – 25 possible

Highest score for this item is Bohannon Huston, Inc. (BHI), HZ is the lowest with a difference of 2.4 points. Committee members commented that BHI's experience seems most relevant to the current project, and their proposal details three projects in the area. HZ lists an improvements project in San Miguel that does not correctly identify the system name and some planning documents that did not include construction. Also, they describe a project for Berino MDWC with photos of the Desert Sands tanks. All of the proposals did a thorough job of discussing cost control, scheduling and quality assurance

P&D #4 Scores – Familiarity with the Contracting Agency – 15 possible

Highest score for this item was Vencor Engineering (VE) and DBS, lowest was Occam Engineering (OE). OE is the only engineering firm proposing that has not previously worked with the LRGPWWA.

P&D #5 Scores – Current Volume of Work with the Contracting Agency Not 75% Complete - 5

None of the firms have design work contracts less than 75% complete with the LRGPWWA.

P&D #6 Scores – Work to be done in New Mexico – 5

Applicable to all of the firms except that Smith is proposing electrical engineering out-of-state.

Construction Phase #1 – Construction Observation Experience – 5 possible

BHI received the highest score, HZ and OE received the lowest, with a difference of .8 points.

Construction #2 – Specialized Experience with Start Up Assistance – 5 possible

Highest scores were BHI and VE, lowest was Molzen with a difference of 1 point.

Construction #3 – Capacity & Capability to Perform the Work Within Owner’s Timeframe – 5 possible

Highest score was BHI, lowest was Smith with a difference of 1 point.

Construction #4 – History of Past Performance – 5 possible

Highest score was BHI, lowest was Molzen Corbin Associates (MCA) with a difference of 1 point.

Construction #5 – History of Claims - 5 possible

Highest score was BHI, lowest was MCA and HZ with a difference of .8 points.

Committee comments on the Construction Phase scoring were that all of the scores were very close, and pretty much boiled down to individual interpretations.

RECOMMENDATION:

The Committee recommends that the Board of Directors select Vencor Engineering for the East Mesa Planning Documents Project.

TOTAL SCORES:

Ranked: 1																							
Consultant	Planning & Design Services							Construction Services					TOTAL										
Vencor	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125			
Average Score		23.8		22.2		23.6		14.8		5.0		5.0	94.4		4.6		5.0		4.6		4.6	23.4	117.8

Ranked: 6																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Smith	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		22.4		22.4		23.0		12.6		4.0		5.0	89.4		4.6		4.2		4.0		4.2	4.4	21.4	110.8

Ranked: 3																							
Consultant	Planning & Design Services							Construction Services					TOTAL										
Bohannon	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125			
Average Score		22.8		22.8		23.8		14.0		5.0		5.0	93.4		5.0		5.0		5.0		5.0	25.0	118.4

Ranked: 6																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Occam	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		22.2		22.0		22.8		12.0		5.0		5.0	89.0		4.2		4.4		4.4		4.4	4.4	21.8	110.8

Ranked: 5																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Molzen	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		23.8		23.4		23.0		14.2		5.0		5.0	94.4		4.4		4.0		4.2		4.0	4.2	20.8	115.2

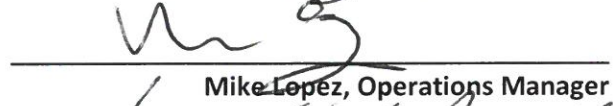
Ranked: 2																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Stephens	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		23.4		23.8		23.6		14.8		5.0		5.0	95.6		4.6		4.6		4.6		4.6	4.6	23.0	118.6

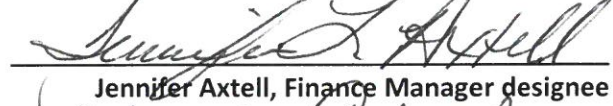
Ranked: 4																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Souder Miller	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		24.0		23.4		23.0		14.0		5.0		5.0	94.4		4.4		4.8		4.6		4.6	4.6	23.0	117.4

Ranked: 7																								
Consultant	Planning & Design Services							Construction Services					TOTAL											
Huitt Zollars	Item 1	pts.25	Item 2	pts.25	Item 3	pts.25	Item 4	pts.15	Item 5	pts.5	Item 6	pts.5	Subtotal	Item 1	Item 2	Item 3	Item 4	Item 5	Subtotal	125				
Average Score		21.8		21.6		21.4		13.0		5.0		5.0	87.8		4.2		4.6		4.8		4.4	4.2	22.2	110.0


 Karen Nichols, Projects Manager, Procurement Manager


 Martin G. Lopez, General Manager


 Mike Lopez, Operations Manager


 Jennifer Axtell, Finance Manager designee


 Patty Charles, Projects Manager Designee


 Mike McMullen, Board Chair