



**Lower Rio Grande Public Water Works Authority**  
Sign In Sheet Page 1 of     

Date: 3/15/17 Time: 9:30 AM Places: Vado office Event: Urgent Reg. Board Mtg.

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
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<i>[Signature]</i>	MIKE MUMFORD URGENT	575-521-3628	
<i>[Signature]</i>	Juan Soto	same	
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<i>[Signature]</i>	Kathleen Jackson	same	same
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# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 15, 2017 at our Vado Office, 325 Holguin Road, Vado, NM

Minutes are a DRAFT until approved & signed by the Board of Directors

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman John Holguin called the meeting to order at 9:31 am and called the roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Ms. Virginia Gomez representing District #3 was present, Mr. John Holguin representing District #4 was present, Mr. Roberto Nieto representing District #5 was present, Mr. Mike McMullen representing District #6 was present, and Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson and Projects Specialist Liza Lopez. Also present was Esperanza Holguin.
- II. **Pledge of Allegiance:** Mr. John Holguin led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** There were no changes to the Agenda. Mr. McMullen made the motion to approve the Agenda. Mr. Nieto seconded the motion and it passed with none opposed.
- IV. **Motion to approve the minutes of the February 15, 2017 Regular Board Meeting:** Mr. McMullen made the motion to approve the minutes and Mr. Smith seconded the motion. The motion passed with all in favor.
- V. **Guest Presentations: None**
- VI. **Public Input:** Mr. Gilbert Martinez, a LRGPWVA member who wanted to discuss his water bill with the Board, did not attend today's meeting, and there was no other public input.
- VII. **Managers' Reports**
  - A. **General Manager:** Mr. Martin Lopez presented a written report and stood for questions. He reviewed the proposed increase in the LRGPWVA's delinquency fees with the Board, stating that LRGPWVA Operations staff has between 300-400 disconnects every month and in order to try to cut back on disconnects he proposed that the fee be raised from \$20.00 to \$50.00. He also told the Board that a pre-hearing has been scheduled with the New Mexico State Engineer's Office on March 15, 2017 in connection to EBID's protest of the LRGPWVA's emergency well in Berino.
  - B. **Projects:** Ms. Karen Nichols provided a written report and stood for questions. She updated the Board on the South Valley Water Supply and Treatment Project, advising that it was quite possible that Water Trust Board Funding would be available. She discussed the RFP Evaluation Committee's recommendations for the LRGPWVA's central office building, telling the Board that the committee had recommended three firms be interviewed on April 11, 2017. She also provided a timeline for the Waterline Extension Project, which includes Veterans Road. Mr. Holguin thanked her for this information, telling the Board that this timeline makes it much easier to address any questions LRGPWVA members in this area may have for him. Both Mr. Martin Lopez and Ms. Karen Nichols reminded the Board about the upcoming LRGPWVA Board elections. Mr. John Holguin and Mr. Roberto Nieto thanked the Board and the staff of the LRGPWVA and advised them that they both would not be running for re-election again.
  - C. **Operations:** Mr. Mike Lopez was not present at the meeting, but he provided a written report for the Board. Mr. John Holguin asked Mr. Martin Lopez if there had been any issues with the Valle del Rio system. Mr. Martin Lopez advised him that there had been a line break last week and they had also been working on the booster pump for the system. Ms. Karen Nichols told him that the

final plans for the system upgrades had been submitted to NMED-DWB and NMED-CPB and the DAC permit was also in progress in preparation for this project.

- D. **Finance:** Ms. Kathi Jackson provided an Income Statement and reviewed it with the Board. She told the Board that the LRGPWVA was ahead of schedule in taking in revenue and under-budget on spending. She explained that some of the surplus monies would be used to fund the LRGPWVA's 401k contribution, purchasing needed operations equipment, and funding LRGPWVA projects.

**VIII. Unfinished Business- NONE**

**IX. New Business**

- A. **Motion to authorize Public Meetings for ICIP, request SCCOG assistance with the ICIP, and authorize the SCCOG to access the ICIP database on behalf of the LRGPWVA:** Mr. Martin Lopez told the Board that two meetings have been scheduled in April to seek public input for Capital Improvement Projects, and Ms. Karen Nichols told the Board that Tiffany Goolsby from the SCCOG will be present at the LRGPWVA's April Board meeting to provide training on the ICIP to Board members. Mr. Smith made the motion to authorize the public meetings, request SCCOG assistance, and authorize the SCCOG to access the ICIP database on the LRGPWVA's behalf. Mr. McMullen seconded the motion and it passed with all in favor.
- B. **Motion to authorize renewal of Alto de Las Flores O&M Contract:** Mr. Martin Lopez explained that the operations and maintenance contract between the LRGPWVA and Alto de Las Flores Mutual Domestic has reached the 4-year mark and Alto de Las Flores has asked the LRGPWVA for continued O&M assistance. After reviewing the proposed agreement, Mr. Nieto made the motion to authorize the renewal of the contract and Mr. McMullen seconded the motion. The motion passed with none opposed.
- C. **Motion to authorize a Director from District #1 or #6 as a signatory on the LRGPWVA bank accounts:** Mr. Martin Lopez explained to the Board that two signatures were needed on the LRGPWVA's bank accounts. Mr. Nieto made the motion to appoint Mr. McMullen, from District #6, as a signatory on the LRGPWVA accounts and Ms. Gomez seconded the motion. The motion passed with none opposed.
- D. **Motion to authorize a pay increase within the currently authorized budget for regular employees effective March 29, 2017:** Mr. Martin Lopez told the Board that the last pay increase was in February of 2015. He said the proposed increase would be 5% and the amount had already been budgeted. Ms. Gomez asked Mr. Martin Lopez what a "regular" employee was and Mr. Martin Lopez explained that "regular" employees were full and part-time LRGPWVA employees who were not probationary or co-op employees. Mr. Nieto made the motion to authorize a pay increase and Mr. McMullen seconded the motion. The motion passed with none opposed.

**X. Other discussion and agenda items for next meeting at 9:30 am on April 19, 2017 at the La Mesa Office:**

- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate. An upcoming Board training opportunity in Las Cruces was provided on the back of today's agenda, and Board members were encouraged to attend.**
- B. **Authorize a second Director as signatory on the LRGPWVA bank accounts**
- C. **Approve 3<sup>rd</sup> Quarter Budget Report with Resolution**
- D. **IPA recommendations due by May 15<sup>th</sup>**
- E. **Potential increase to LRGPWVA's delinquency fees/amendment to LRGPWVA's Schedule of Rates and Fees**
- F. **Closed Session regarding water rights**

**G. ICIP training**

- XI. Adjourn:** Mr. McMullen made the motion to adjourn the meeting of the LRGPWWA Board of Directors. Mr. Smith seconded the motion and it passed unanimously. Mr. Holguin declared the meeting adjourned at 10:16 a.m.

**Minutes approved April 19, 2017**

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John Holguin, Chairman (District 4)

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Michael McMullen, Vice-Chairman (District 6)

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Vacant (District 2)

ABSENT

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Raymundo Sanchez, Director (District 1)

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Virginia Gomez, Director (District 3)

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Roberto Nieto, Director (District 5)

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Furman Smith, Director (District 7)

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 15, 2017 at our Vado Office, 325 Holguin Rd., Vado, 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 (Ms. Gomez) \_\_\_\_, #4 (Mr. Holguin) \_\_\_\_, #5 (Mr. Nieto) \_\_\_\_, #6 (Mr. McMullen) \_\_\_\_, #7 (Mr. Smith) \_\_\_\_
- II. Pledge of Allegiance
- III. Motion to approve the Agenda
- IV. Motion to approve the minutes of the February 15, 2017 Regular Board Meeting.
- V. Guest Presentations
- VI. Public Input—15 minutes are allotted for this item, 3 minutes per person
  - A. Gilbert Martinez, LRGPWWA member, would like to talk to the Board about his November water bill (usage from September 13<sup>th</sup> to October 13<sup>th</sup>).
- VII. Managers' Reports
  - A. General Manager
  - B. Projects
  - C. Operations
  - D. Finance
- VIII. Unfinished Business- NONE
- IX. New Business
  - A. Motion to authorize Public Meetings for ICIP, request SCCOG assistance with the ICIP, and authorize SCCOG to access the ICIP database on behalf of the LRGPWWA
  - B. Motion to authorize renewal of Alto de Las Flores O&M contract
  - C. Motion to authorize a Director from District #1 or #6 as signatory on the LRGPWWA bank accounts.
  - D. Motion to authorize a pay increase within the currently authorized budget for regular employees effective March 29, 2017
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, April 19, 2017 at the La Mesa Office:
  - A. Have any Board Members participated in training? If so, please give us a copy of your certificate.
  - B. Authorize a second Director as signatory on the LRGPWWA bank accounts.
  - C. Approve 3<sup>rd</sup> Quarter Budget Report with Resolution
  - D. IPA recommendations due by May 15<sup>th</sup>
  - E. Potential increase to LRGPWWA's delinquency fees
- XI. 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.

## UPCOMING TRAINING OPPORTUNITIES

### Basic Board Duties and Responsibilities

4/27/2017 9:00 AM - 4/27/2017 4:00 PM

#### Location:

**Las Cruces, New Mexico**

For questions on registration, please contact Mark [mw@rcac.org](mailto:mw@rcac.org)

or Christie [cmarks@rcac.org](mailto:cmarks@rcac.org) OR Training Dept. at 916-447-9832 x 1429.

This workshop presents the many responsibilities attached to serving on a water authority board. Many board members are unaware of the scope and breadth of these responsibilities, which range from fiscal responsibility to environmental compliance, ethics, avoiding conflict of interest and familiarity with state and federal laws.

Topics include:

- Responsibilities of a water system board
- Understanding the laws and regulations applicable to your water system
- How to run a board meeting
- How to conduct an election
- Safe Drinking Water Act – an overview for board members
- Introduction to water rights for water systems

[Register](#)

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, February 15, 2017 at our La Mesa Office, 521 St. Valentine St., La Mesa, NM

Minutes are a DRAFT until approved & signed by the Board of Directors

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman John Holguin called the meeting to order at 9:30 am and called the roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Ms. Virginia Gomez representing District #3 was present, Mr. John Holguin representing District #4 was present, Mr. Roberto Nieto representing District #5 was absent, Mr. Mike McMullen representing District #6 was present, and Mr. Furman Smith representing District #7 was present. Staff members present were Projects Manager Karen Nichols, Operations Manager Mike Lopez, Finance Manager Kathi Jackson and Projects Specialist Liza Lopez. Also present were Esperanza Holguin, and Matt Dyer, an engineer with Parkhill, Smith and Cooper.
- II. **Pledge of Allegiance:** Mr. John Holguin led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** There were no changes to the Agenda. Mr. McMullen made the motion to approve the Agenda. Mr. Smith seconded the motion and it passed with none opposed.
- IV. **Motion to approve the minutes of the January 18, 2017 Regular Board Meeting:** Mr. McMullen made the motion to approve the minutes and Mr. Smith 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. Martin Lopez was not present at today's meeting but he provided a written report. Projects Manager Karen Nichols reminded the Board that the Declaration of Candidacy for the upcoming Board election must be filed by 5:00 pm on Tuesday, February 21, 2017. Finance Manager Kathi Jackson explained the proposed rental agreement between the LRGPWWA and the Vado Historical Society, and Operations Manager Mike Lopez told the Board that a probationary employee was terminated and that another person may be hired for meter reading/meter repair.
  - B. **Projects:** Mr. Holguin asked Projects Manager Karen Nichols to summarize the meeting that took place between the LRGPWWA and Rural Development. Ms. Karen Nichols stated that they had discussed the Wastewater Project and options for funding the remainder of the project. She told the Board that the LOC deadline for this project was March 17, 2017. She informed the Board that GPS Insight fleet tracking equipment had been installed on all but two of the LRGPWWA's vehicles and that computer equipment has been ordered through the Dell statewide agreement. Matt Dyer, an engineer with Parkhill, Smith and Cooper, was present at today's meeting and he provided the Board with an update on the Waterline Extension Project. Mr. Holguin advised him that both he and Ms. Gomez had been receiving phone calls from LRGPWWA customers who were concerned about how this project was progressing. Mr. Dyer and Ms. Nichols advised the Board that the final plan set, with additive alternates, had been submitted. The NMED Construction Bureau Program was reviewing this project prior to bid, and LRGPWWA Attorney Josh Smith was moving forward with the acquisition of the remaining necessary easements.
  - C. **Operations:** Mr. Mike Lopez provided a written report and stood for questions. He told the Board that operations had replaced the pump and motor on Well #3 and that it was back online. He also advised the Board that after receiving calls about dirty water from East Mesa residents he had

decided to use Sea Quest at the Arroyo Well and chlorinate at the El Centro Wells, and this was working out very well.

- D. **Finance:** Ms. Kathi Jackson provided an Income Statement Group Summary Report that was generated using the LRGPWWA's new Incode 10 software and reviewed it with the Board. She advised the Board that the LRGPWWA was under-budget on spending so far for this year.

#### VIII. Unfinished Business

- A. **Motion to accept the FY 2016 State Auditors Report:** Finance Manager Kathi Jackson reviewed the LRGPWWA's audit for FY 2016 and provided a summary of the audit for Board members. Mr. Smith made the motion to accept the FY 2016 State Auditors Report. Mr. McMullen seconded the motion and it passed with all in favor.

#### IX. New Business

- A. **Motion to move Valle del Rio from District 3 to District 5 for the upcoming 2017 Board Election:** Ms. Karen Nichols explained to the Board that moving Valle del Rio, the LRGPWWA's most recently acquired water system, from District 3 to District 5 would create a roughly even number of voters in each district for the upcoming Board election. Mr. McMullen made the motion to move Valle del Rio from District 3 to District 5 and Ms. Gomez seconded the motion. The motion passed with none opposed.
- B. **Bid Award for Tank Inspection Project: Motion to award the project to Riley Industrial Services:** Ms. Karen Nichols provided the Board with a bid evaluation and Recommendation of Award prepared by Huitt-Zollars. Mr. Smith made the motion to award the Tank Inspection Project to Riley Industrial Services and Ms. Gomez seconded the motion. The motion passed with all in favor.
- C. **Motion to authorize purchase of recording equipment for LRGPWWA phone system:** Ms. Karen Nichols advised the Board that this equipment would be used to record phone conversations between LRGPWWA customers and LRGPWWA staff in order to assure better customer service and avoid misunderstandings. Mr. McMullen made the motion to authorize the purchase of recording equipment and Mr. Smith seconded the motion. The motion passed with none opposed.
- D. **Motion to authorize application for a bridge loan for the Mesquite-Brazito Sewer Project, Phases 1 & 2:** Ms. Karen Nichols advised the Board that a bridge loan may be necessary to complete this project and this motion would authorize her to apply for this loan, if necessary. Mr. McMullen made the motion to authorize application for a bridge loan and Ms. Gomez seconded the motion. The motion passed with none opposed.
- E. **Motion to authorize application to USDA RD for funding for Mesquite-Brazito Sewer Project, Phase 2:** Mr. McMullen made the motion to authorize application to USDA RD for funding and Mr. Smith seconded the motion. The motion passed with all in favor.
- F. **Motion to authorize application to USDA RD for funding for construction of the South Valley Water Supply & Treatment Project if Water Trust Board funding is not available:** Mr. Smith made the motion to authorize application to USDA RD for funding for this project in the event that Water Trust Board funding is not available. Mr. McMullen seconded the motion and it passed with all in favor.
- G. **Motion to authorize public meetings for RD funding applications:** Ms. Karen Nichols reminded the Board that public notification was required for Rural Development funding. Mr. Smith made the motion to authorize public meetings and Mr. McMullen seconded the motion. The motion passed with all in favor.



- X. **Other discussion and agenda items for next meeting, 9:30 a.m. March 15, 2017 at the Vado Office:**
- A. **Have any Board members participated in training? If so, please give us copies of your certificates.**
  - B. **Authorize public hearings for ICIP**
  - C. **Potential increase to LRGPWWA delinquency fee**
  - D. **Renewal of Alto de las Flores O&M Contract**
  - E. **Vado Historical Society rental agreement**
- XI. **Adjourn:** Mr. McMullen made the motion to adjourn the meeting of the LRGPWWA Board of Directors. Mr. Smith seconded the motion and it passed unanimously. Mr. Holguin declared the meeting adjourned at 11:14 a.m.

**Minutes approved March 15, 2017**

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John Holguin, Chairman (District 4)

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Michael McMullen, Vice-Chairman (District 6)

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Vacant (District 2)

ABSENT

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Raymundo Sanchez, Director (District 1)

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Virginia Gomez, Director (District 3)

ABSENT

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Roberto Nieto, Director (District 5)

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Furman Smith, Director (District 7)

## **Delinquent/Over Due/Past Due**

### **LRGPWWA**

Payments by 25 <sup>th</sup> of the month	3:00 pm
Overdue penalty on the 26 <sup>th</sup> of the month	15% of overdue amount
Disconnection on the 16 <sup>th</sup> of the following month	
Delinquency Fee	\$20.00
Open or Close Fee (after normal business hours)	\$20.00

### **City of Las Cruces**

Payments by	2:00 pm
Disconnection 46 days after bill mailed	
Delinquent Account Deactivation and Reactivation	\$26.00
Reconnection next business day	
Premium Field Service Activation Charge (M-F)	\$52.00
Premium Field Service Activation Charge (Sat, Sun, Holi)	\$65.00
Shutoff Notice Fee (plus applicable service activation fee)	\$15.00
Late Payment Penalty Fee	2.5% per month
Past Due amount on Shutoff Notice plus the Late Payment Penalty Fee and the applicable Shutoff Notice Fee must be paid before 2:00 pm on the Shutoff Note due date	

### **Dona Ana MDWCA**

Payments	5:15 pm
Overdue penalty	10% per month
Disconnection by 20 <sup>th</sup> of following month	
If payment is made prior to actual interruption, no additional fees are assessed	
Non-Payment fee	\$35.00
Restoration Next Day	\$35.00
Restoration Same Day	\$60.00
Reminder Phone Call (does not waive applicable fees)	

### **AWSD**

Payments by	5:00 pm
Open Saturdays 8 to noon	
Late penalty	1% per month
Late Notice (2 <sup>nd</sup> bill) after due date	
Termination Notice	
Disconnection 5 days after written termination notice	
Disconnection Fee	\$15.00

### **CRRUA**

Late payment fee	\$5.00 one-time charge
Restoration fee	\$75.00
Restoration fee (after-hours)	\$125.00

**LRGPWWA**  
**Manager's Report**  
**March 15, 2017**

- ) Delinquency Fee information and consideration for increase for April agenda
- ) Termination of the Administration Compliance Order, No. 2009-CO-039 issued due to Arsenic exceedance by Berino MDWC&MSWA
- ) GPS has been installed on LRGPWWA fleet
- ) GIS Mapping of system(s) components has been initiated commencing in the Desert Sands/Anthony area
- ) Did not attend Colonias Day in February due to meeting conflict with EBID, protest of Emergency Well in Berino
- ) Pre-Hearing scheduled with NMOSE on March 15, 2017 pertaining to EBID protest of Emergency Well in Berino
- ) NMDOT NM Hwy 404 Study meetings (see attachment)
- ) Payment stations at all offices equipped with recording capabilities
- ) Sewer Agreement with DAC has been finalized and recorded
- ) Meeting with a Developer for possible Development at Brahman and Hwy 70 (Northeast corner of Intersection)



The New Mexico Department of Transportation  
and the Federal Highway Administration  
announce two  
PUBLIC MEETINGS  
regarding the  
**NM 404 Capacity and Safety Study**  
Project and Control # E100200



**March 15, 2017**  
**6:00 – 8:00pm**  
**Betty McKnight**  
**Community Center**  
190 County Line Drive  
Chaparral, NM

**March 16, 2017**  
**6:00 – 8:00pm**  
**City of Anthony**  
**Council Chambers**  
820 Highway 478  
Anthony, NM

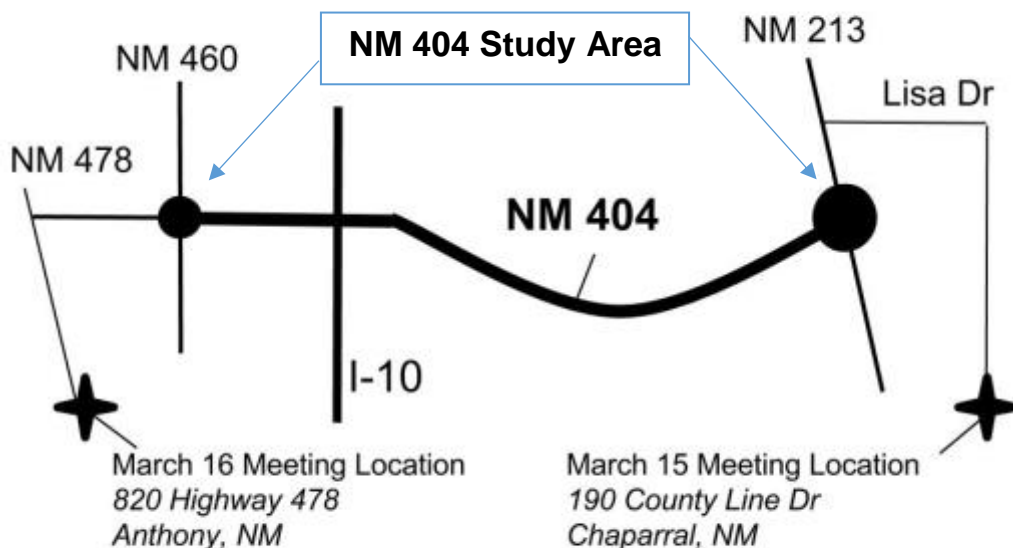
**PURPOSE OF THE MEETING:**

The New Mexico Department of Transportation (NMDOT) and the Federal Highway Administration are sponsoring these public meetings to present and discuss the NM 404 Capacity and Safety Study. The study area consists of the NM 404 Highway between Anthony and Chaparral, New Mexico. Residents, landowners, businesses, agency representatives, and all interested parties are encouraged to attend the public meetings and provide their comments, concerns, and suggestions. The study team is also seeking public input on bicycle, pedestrian, and equestrian issues as well as natural and cultural resources.

**MEETING OVERVIEW:**

NMDOT representatives and Study Team members will be soliciting input and feedback from the public on the NM 404 Capacity and Safety Study. Proposed improvements and roadway alternatives will be presented and discussed. Alternatives have considered existing conditions, safety, anticipated growth, regional connectivity, and stakeholder input. Other factors include pedestrian and bicycle facilities, American’s with Disabilities Act (ADA) compliance, drainage, utilities, environmental resources, and costs. All proposed alternatives will be rated against evaluation factors and the decision matrix will be presented and discussed at the meeting. The NM 404 Capacity and Safety Study will provide and document a recommended preferred alternative for the roadway.

If you have any questions regarding these meetings, or are unable to attend and wish to provide input, inquiries can be mailed or emailed to Hilary Brinegar, Marron and Associates, PO Box 2049, Las Cruces, NM 88004, or [hilary@marroninc.com](mailto:hilary@marroninc.com). ADA accommodations can be provided upon request if received in advance of the meeting by calling Hilary Brinegar at (575) 618-7351. *Se traducirá la reunión en español.*



<b>AGENDA</b>
<b>6:00</b> Open House
<b>6:30</b> Presentation
<b>7:00</b> Q&A and Discussion

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
PROJECTS REPORT – 03/15/17**

**Authority Construction Projects:**

**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** Land acquisition activities for lift station sites is ongoing. One lift station land tract is to be granted, two lift station land tracts are planned to be purchased, and the fourth will require condemnation. Critical easements necessary for specific pipeline routes have been defined and property owner negotiations are underway. 95% Preliminary Design are nearly ready to be submitted. Another letter was sent to property owners about the reduced connection fee deadline, and many people have come in to sign up.

**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:** 100% Final Design for well, treatment and tank completed on October 26th. These final documents were submitted to NMED Drinking Water Bureau with a water supply modification application for review and approval. NMED-CPB has approved. NMED DWB will review by 3/1/17. Readiness to Proceed Application is complete. Authorization bill is moving forward in the legislature and expected to pass, and so far it looks promising for there to be at least some funding available.

**LRG-17-01 – Water Master Plan:** Readiness to Proceed Application is complete. Authorization bill is moving forward in the legislature and expected to pass, and so far it looks promising for there to be at least some funding available. Current funding will cover some of the critical components of this plan, well siting study and water modeling work, and BHI is preparing a contract amendment for that.

**LRG-17-02 – Central Office Building:** RFP for architectural services resulted in six proposals. RFP Evaluation Committee meets 3/14/17 and should have recommendation to the Board for the April meeting. Submitted Project Interest Form for NMDWRLF, and have been submitted additional project information to NMED-DWB.

**Forty-Year Water Plan – CE&M – complete – needs update for new mergers:** pending NM-OSE comments/approval.

**LRG-15-01 – System-wide Information Technology Standardization - SCADA - \$130,000 NM SAP & \$90,000 NM SAP – Molzen Corbin Associates:** Work is underway in-house at I&C Solutions, construction to begin on-site in May. First progress meeting is this afternoon by phone conference.

**LRG-15-01 – System-wide Information Technology Standardization – Equipment Purchase - \$37,500 NM SAP – In-House/Gamwell Tech:** GPS Insight fleet tracking equipment installation is complete and payment has been made. NMED-CPB has fully obligated the SAP funds. Computer equipment has been ordered thru the Dell statewide agreement, most of the components have been received, but invoices are not in yet. The approximately \$3k remaining has been allocated to purchase meters.

**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:** SMA has submitted final plans to NMED-DWB and NMED-CPB, and comments have been received from CPB. DAC permit is also in process.

**LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan – Parkhill, Smith & Cooper - Monthly Project Update:** Final Plan set with deductive alternates has been submitted. NMED-CPB is now reviewing CITF projects, so plans & specifications were reviewed prior to bid and comments have been received. Attorney is moving forward with final easement acquisition pending appraisals which are in process. Matt Dyer is no longer with PSC, and Dan Robillard and Mark Sanchez are now our contacts. A revised project completion timeline has been provided and is attached to this report. With regard to historical timeline:

- ) May 2013 was the initial contact with Mr. Lechuga
- ) January 2014 applied for Capital Outlay funds for the project, funds were awarded, governor vetoed
- ) February 2014 Board authorized application to CITF for project funding
- ) November 2014 Board adopted CITF Resolution, executed funding documents
- ) March 2015 finally received fully completed closing documents on the CITF funding
- ) May 2015 RFP for Engineering Services issued, 4/15/15 deadline
- ) August 2015 Board rejected RFP Selection Committee recommendation and awarded engineering contract to PSC resulting in a protest
- ) October 2015 Engineering Services Agreement executed

#### **Other projects:**

**Infrastructure Capital Improvements Plan 2019-2023:** ICIP deadline is June 16. Today's agenda includes authorization for public meetings and having SCCOG assist.

**Documents Retention & Destruction** – Sorting of old association documents for storage or destruction is ongoing, and staff is implementing approved retention/destruction schedules for LRGPWVA 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.

**Website and Email** – Notices and Board Minutes pages are current. Other updates are ongoing.

**Training** – Liza and I tried to attend a Google Earth webinar with RCAC, but we were having too many issues with internet service to successfully complete it.

**Lower Rio Grande Water Users Organization** – nothing new to report

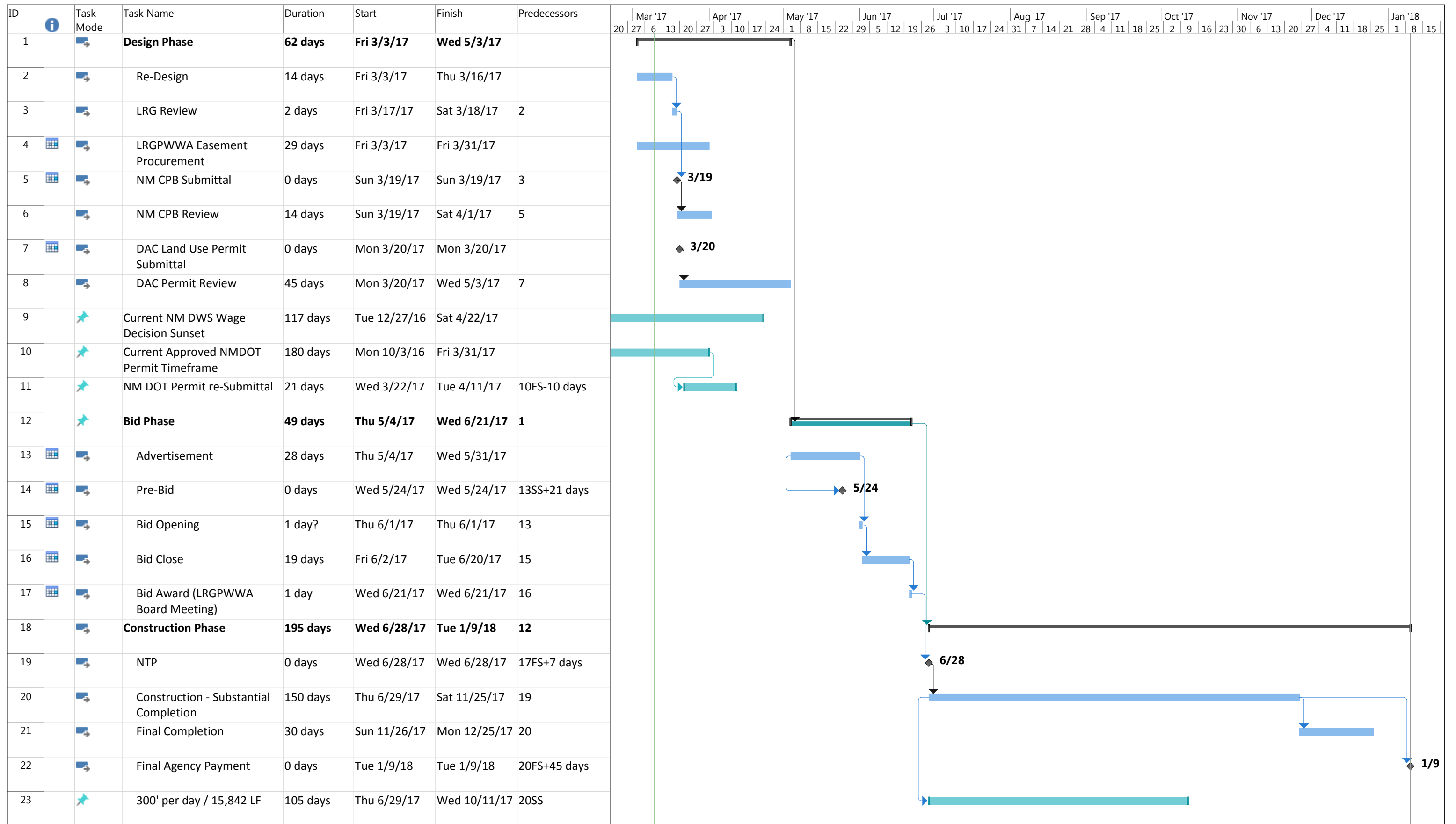
**EBID Surface Water Plant:** - Our Source Water Protection Plan is complete. No news from EBID.

**2017 Legislature:** 2017 Legislative Report is available on the Directors Only Page. Our bill is SB 110, and it is also available on the Directors page. The bill has passed and been sent to the governor for signature.

**As Needed Engineering Services:** Currently we have 4 active Task Orders: 1. Huit Zollars to prepare bid documents for tank inspections (tank work to begin 3/20/17), 2. Vencor Engineering for developing design standards was just issued on 2/6/17 and first batch is complete, 3. Vencor Engineering for establishing GPS coordinates and mapping for all of our system components was issued on 2/6/17 and completed, Phase 2 was issued 3/7/17 and is underway, and 4. Bohannon Huston, Inc. for work on renewal of the Organ discharge permit. Vencor completed a Task Order to adjust the outer boundaries of our voting districts to include new customers. Another task order will be developed to adjust boundaries between districts once we determine if boundaries between districts need to shift to maintain equal representation.

**Data Gathering for Water Audit:** Water audits are now a requirement, and after working with BECC & DB Stephens on our first audit and working with our staff on the second, I'm working on a revision of our tracking spreadsheet for water usage and sales and other data necessary for a water audit. Will be meeting with other departments to finalize this revision and determine procedures in preparation for the 2016 water audit.

**2017 Board Election:** Angie, Liza and Yessenia are continuing to work on inputting district numbers into customer records in Tyler software. They have completed the districts included in the 2017 election, and the election roster and list of candidates have been submitted to the DAC Bureau of Elections.





## Lower Rio Grande PWWA

### Operators Report

March 15, 2017

#### System Problems and Repairs.

- Backflow inspections are current.(Mesquite District)
- The wetland demolition continues.
- Well#3 is back on line, and passed the Bac-T.
- We had 5 new service installs in the south valley.
- For the month of January we were issued 465 work and service orders.
- For the month of February we were issued 439 work and service orders.
- For the month of February we only had a few hours of Overtime.
- The distribution crew started pot holing with the Vac-trailer, we are going to re-plumb the piping at well #8.
- No dirty water calls from the east mesa.
- We started the flushing program in Brazito and Valle Del Rio, and we are working our way into the South Valley and East Mesa.

**NMED:** Half of our Monthly Bac-T-Samples were taken for the month of March and all samples were negative.

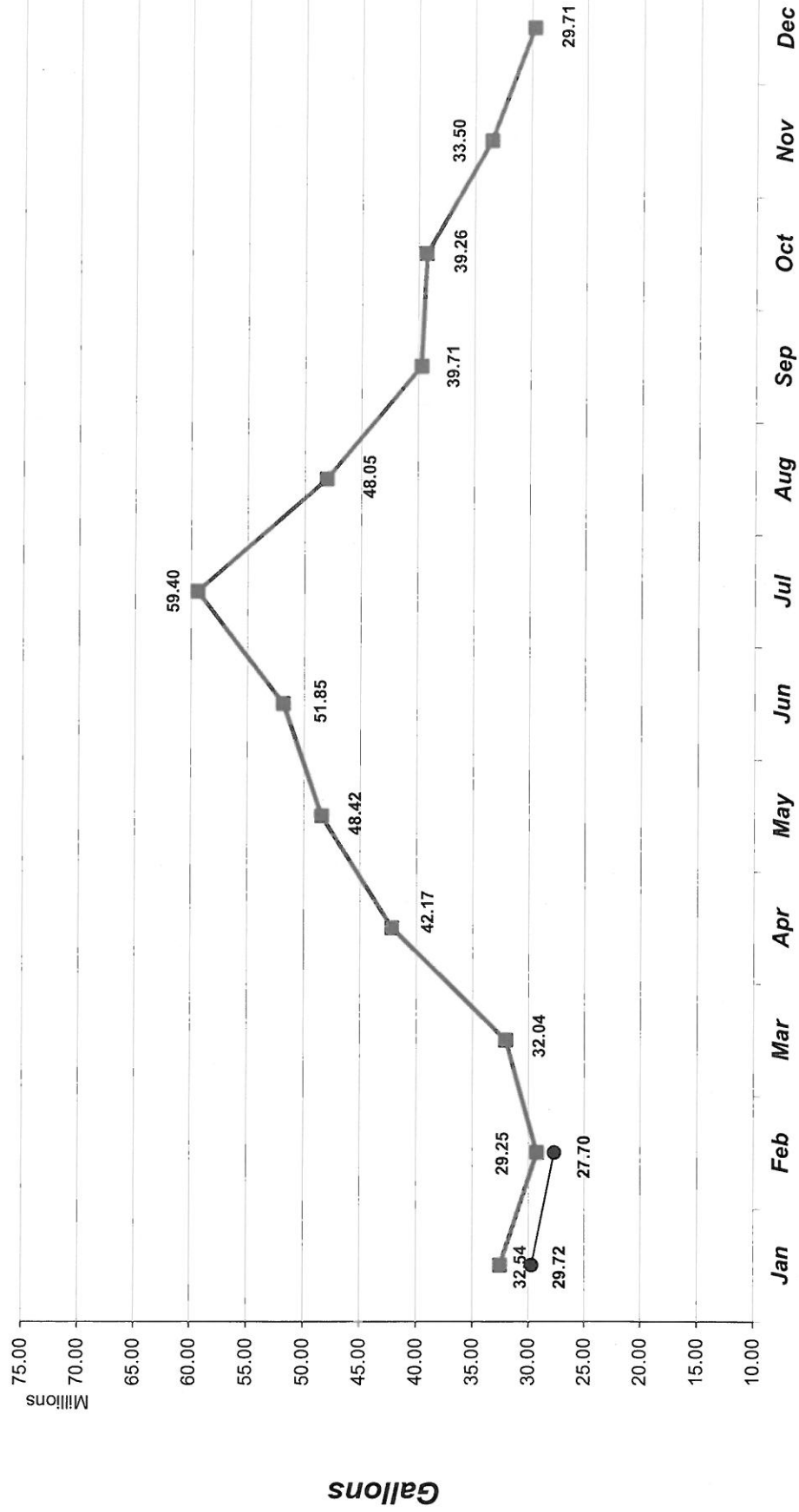
**Mesquite district Wetlands:** Demo continues.

**Mesquite Sewer Report.**

**Chlorine:** No problems.

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

# Lower Rio Grande PWWA Water Production Report



● 2017 Production    ■ 2016 Production





Lower Rio Grande Public Water Works Authority

# Income Statement Group Summary

For Fiscal: FYE 2017 Period Ending: 02/28/2017

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>				
40000 - Operating Revenue	2,506,898.00	184,518.49	1,962,550.11	544,347.89
40001 - Activation & Connection Fees-Sewer	5,000.00	0.00	0.00	5,000.00
40002 - Installation Fees	37,500.00	7,033.33	31,716.45	5,783.55
40003 - Activation & Connection Fees-Water	30,000.00	350.00	2,550.00	27,450.00
40004 - Meter Relocation	0.00	0.00	1,428.19	-1,428.19
40005 - Backflow Testing	2,500.00	0.00	1,128.88	1,371.12
40006 - Tampering Fee/Line Breaks	1,500.00	0.00	1,219.58	280.42
40007 - Delinquency Fee	30,000.00	3,560.00	36,340.00	-6,340.00
40008 - Penalties-Water	37,000.00	5,344.22	64,359.66	-27,359.66
40009 - Membership Fees	5,500.00	400.00	4,200.00	1,300.00
40010 - Impact Fees	30,000.00	12,950.05	75,683.86	-45,683.86
40011 - Returned Check Fees	1,500.00	0.00	1,400.00	100.00
40012 - Credit Card Fees	16,250.00	779.71	5,933.43	10,316.57
40013 - Miscellaneous Revenue	5,000.00	25.00	322.00	4,678.00
40015 - Penalties-Sewer	4,000.00	407.20	4,359.74	-359.74
40017 - Hydrant Meter Rental Fee	0.00	0.00	1,500.00	-1,500.00
40019 - DAC Trash Coupons	1,000.00	28.00	552.00	448.00
40020 - Miscellaneous Revenue-Sewer	2,500.00	0.00	1,717.08	782.92
45000 - Tower Rent	3,500.00	250.00	2,000.00	1,500.00
45001 - Billing Adjustments-Water	3,000.00	-510.62	-18,439.48	21,439.48
45005 - Fiscal Agent Fees	30,000.00	3,745.50	35,738.28	-5,738.28
45010 - Interest	500.00	47.51	444.31	55.69
45015 - Copy/Fax	500.00	47.75	250.00	250.00
45020 - Other Income	30,000.00	1,268.00	2,882.31	27,117.69
45025 - Contract Services	30,000.00	1,845.59	18,259.64	11,740.36
<b>Revenue Total:</b>	<b>2,813,648.00</b>	<b>222,089.73</b>	<b>2,238,096.04</b>	<b>575,551.96</b>
<b>Expense</b>				
60005 - Accounting Fees	20,000.00	0.00	406.25	19,593.75
60010 - Audit	14,000.00	0.00	0.00	14,000.00
60016 - Adjustments	0.00	0.00	33,510.39	-33,510.39
60020 - Bank Service Charges	12,000.00	0.00	7,387.15	4,612.85
60025 - Cash Short/Over	200.00	219.61	1,334.64	-1,134.64
60030 - Dues and Subscriptions	3,000.00	0.00	1,852.19	1,147.81
60035 - Engineering Fees	40,000.00	6,170.47	34,340.11	5,659.89
60045 - Late Fees	6,000.00	0.00	-11,963.74	17,963.74
60050 - Legal Fees	7,000.00	1,592.19	5,520.15	1,479.85
60055 - Legal Notices	3,000.00	116.63	168.45	2,831.55
60060 - Licenses & Fees	5,500.00	1,260.92	4,411.92	1,088.08
60065 - Meals	2,000.00	138.55	918.21	1,081.79
60070 - Organizational Cost	6,000.00	0.00	0.00	6,000.00
60075 - Permit Fees	500.00	0.00	700.00	-200.00
60080 - Postage	50,000.00	2,745.74	22,022.46	27,977.54
60120 - Retirement Account Fees	2,500.00	406.25	793.75	1,706.25
60125 - Easements & Leases	0.00	0.00	561.87	-561.87
60130 - Training	10,000.00	0.00	2,596.27	7,403.73
60140 - Travel:Airfare Per Diem	0.00	0.00	606.89	-606.89
60150 - Travel:Lodging Per Diem	5,000.00	552.84	3,502.33	1,497.67
60155 - Travel:Meals Per Diem	2,500.00	45.98	518.80	1,981.20
60160 - Travel:Mileage/Parking Per Diem	300.00	27.00	153.55	146.45
60165 - Travel:Vehicle Rental Per Diem	500.00	0.00	0.00	500.00
60600 - Debit Service	121,000.00	0.00	0.00	121,000.00
60650 - Interest paid to NMFA	23,500.00	0.00	11,659.96	11,840.04

Income Statement

For Fiscal: FYE 2017 Period Ending: 02/28/2017

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
60675 - Interest paid to USDA	98,000.00	10,629.36	87,888.81	10,111.19
63000 - Regular Pay	800,000.00	65,803.63	485,088.79	314,911.21
63001 - Overtime	14,000.00	1,292.18	7,787.65	6,212.35
63006 - Holiday Pay	50,000.00	0.00	31,527.54	18,472.46
63007 - Sick Pay	60,000.00	2,203.21	30,327.44	29,672.56
63008 - Annual Leave Pay	60,000.00	1,109.56	35,833.36	24,166.64
63010 - 401K 10% Company Contribution	91,500.00	0.00	0.00	91,500.00
63060 - Contract Labor	2,000.00	0.00	113.22	1,886.78
63070 - Employee Benefits-401K Contrib	30,000.00	2,204.22	17,951.51	12,048.49
63090 - HISC-Blue Medicare Rx.	1,500.00	44.90	545.10	954.90
63100 - Insurance-Dental	13,000.00	858.96	6,934.11	6,065.89
63110 - Insurance-Health	155,000.00	15,665.43	110,436.56	44,563.44
63115 - Salaries: Insurance - Work Comp	12,000.00	2,136.00	12,524.00	-524.00
63130 - Mileage	500.00	0.00	243.00	257.00
63135 - Drug Testing	500.00	0.00	390.00	110.00
63160 - Payroll Taxes-Medicare	16,000.00	1,020.94	8,994.10	7,005.90
63170 - Payroll Taxes-Social Security	67,000.00	4,365.33	38,457.32	28,542.68
63180 - Payroll Taxes-State Unemployem	8,500.00	0.00	0.00	8,500.00
63195 - Taxes, Liability, Insurance: Cobra Fee	1,000.00	0.00	0.00	1,000.00
63200 - Vision Insurance	3,500.00	563.06	2,397.69	1,102.31
64100 - Sewer:DAC Waste Water Flow Charge	42,000.00	0.00	26,991.90	15,008.10
64200 - Sewer:Electricity-Sewer	9,000.00	737.43	6,275.01	2,724.99
64300 - Sewer:Lab & Chemicals-Sewer	7,000.00	0.00	1,238.02	5,761.98
64500 - Sewer:Supplies & Materials	1,000.00	0.00	0.00	1,000.00
65010 - Automobile Repairs & Maint.	6,000.00	93.34	1,036.72	4,963.28
65020 - Automobile Repairs & Maint.:LRG-02	2,000.00	0.00	808.85	1,191.15
65030 - Automobile Repairs & Maint.:LRG-03	1,000.00	170.00	844.94	155.06
65040 - Automobile Repairs & Maint.:LRG-04	7,500.00	0.00	5,517.86	1,982.14
65050 - Automobile Repairs & Maint.:LRG-05	1,000.00	0.00	0.00	1,000.00
65060 - Automobile Repairs & Maint.:LRG-06	3,500.00	146.64	2,409.42	1,090.58
65070 - Automobile Repairs & Maint.:LRG-08	2,500.00	160.13	1,892.29	607.71
65080 - Automobile Repairs & Maint.:LRG-09	1,000.00	0.00	780.00	220.00
65090 - Automobile Repairs & Maint.:LRG-10	2,000.00	0.00	387.53	1,612.47
65100 - Automobile Repairs & Maint.:LRG-11	7,500.00	0.00	5,564.00	1,936.00
65110 - Automobile Repairs & Maint.:LRG-12	1,000.00	0.00	0.00	1,000.00
65120 - Automobile Repairs & Maint.:LRG-14	5,000.00	0.00	4,201.34	798.66
65130 - Automobile Repairs & Maint.:LRG-15	1,000.00	3,254.07	3,254.07	-2,254.07
65140 - Automobile Repairs & Maint.:LRG-17	1,000.00	0.00	0.00	1,000.00
65150 - Automobile Repairs & Maint.:LRG-18	1,000.00	0.00	467.11	532.89
65160 - Automobile Repairs & Maint.:LRG-19	1,000.00	45.90	181.11	818.89
65170 - Automobile Repairs & Maint.:LRG-20	2,000.00	480.64	1,511.52	488.48
65180 - Automobile Repairs & Maint.:LRG-21	4,000.00	0.00	1,035.89	2,964.11
65190 - Automobile Repairs & Maint.:LRG-22	1,000.00	0.00	0.00	1,000.00
65200 - Automobile Repairs & Maint.:LRG-23	5,000.00	0.00	5,529.23	-529.23
65210 - Automobile Repairs & Maint.:LRG-24	1,000.00	0.00	0.00	1,000.00
65220 - Automobile Repairs & Maint.:LRG-26	1,500.00	218.84	1,074.21	425.79
65221 - Automobile Repairs & Maintenance LRG 2016-27	5,000.00	0.00	2,697.13	2,302.87
65222 - Automobile Repairs & Maintenance LRG2016-28	5,000.00	70.67	2,811.74	2,188.26
65223 - Automobile Repairs & Maintenance LRG 2016-29	5,000.00	50.00	3,070.51	1,929.49
65224 - Automobile Repairs & Maintenance LRG 2016-30	5,000.00	0.00	1,119.26	3,880.74
65225 - Automobile Repairs & Maintenance LRG 2016-31	5,000.00	50.00	319.28	4,680.72
65230 - Computer Maintenance	44,000.00	167.77	43,617.99	382.01
65240 - Equipment Rental	2,500.00	0.00	0.00	2,500.00
65250 - Fuel	55,000.00	4,474.63	33,963.56	21,036.44
65270 - Lab Chemicals-Water	15,000.00	283.28	1,313.96	13,686.04
65280 - Lab Chemicals-Water:Chemicals	40,000.00	1,692.99	21,609.12	18,390.88
65300 - Locates	2,000.00	0.00	0.00	2,000.00
65310 - Maint. & Repairs-Infrastructure	37,398.00	2,237.93	36,673.78	724.22
65320 - Maint. & Repairs-Office	10,000.00	834.07	1,922.76	8,077.24

Income Statement

For Fiscal: FYE 2017 Period Ending: 02/28/2017

AcctNumber	Current			Budget
	Total Budget	MTD Activity	YTD Activity	Remaining
65330 - Maintenance & Repairs-Other	26,000.00	626.59	5,894.25	20,105.75
65340 - Materials & Supplies	150,000.00	3,378.52	23,226.93	126,773.07
65350 - Office Supplies	10,000.00	759.48	5,627.42	4,372.58
65360 - Printing and Copying	15,000.00	1,074.16	9,774.04	5,225.96
65370 - Tool Furniture	10,000.00	2,059.70	13,648.55	-3,648.55
65390 - Uniforms-Employee	15,000.00	1,173.68	9,708.20	5,291.80
65490 - Cell Phone	25,000.00	1,170.03	8,707.80	16,292.20
65500 - Electricity-Lighting	15,000.00	1,472.56	5,855.80	9,144.20
65510 - Electricity-Offices	15,000.00	1,279.25	10,722.52	4,277.48
65520 - Electricity-Wells	250,000.00	15,694.19	144,463.29	105,536.71
65530 - Garbage Service	2,000.00	211.29	1,298.32	701.68
65540 - Natural Gas	2,500.00	448.68	1,405.58	1,094.42
65550 - Security/Alarm	10,500.00	4,699.15	12,156.50	-1,656.50
65560 - Telephone	14,000.00	1,146.14	9,195.98	4,804.02
65570 - Wastewater	1,500.00	188.51	805.91	694.09
66100 - Government Penalties & Interest	500.00	0.00	0.00	500.00
66200 - Insurance-General Liability	57,000.00	0.00	48,668.00	8,332.00
66300 - Insurance-Vehicles	4,000.00	0.00	0.00	4,000.00
66400 - Property Insurance	4,500.00	0.00	0.00	4,500.00
66600 - State Taxes	250.00	0.00	0.00	250.00
66700 - Water Conservation Fee	19,000.00	891.59	9,936.60	9,063.40
<b>Expense Total:</b>	<b>2,813,648.00</b>	<b>172,614.81</b>	<b>1,539,657.60</b>	<b>1,273,990.40</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>49,474.92</b>	<b>698,438.44</b>	<b>-698,438.44</b>

Prepared by: Kaitlin Jackson Finance Manager.

Reviewed by:



# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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325 Holguin Road

Vado, New Mexico 88072

(575) 233-5742

### **MANAGEMENT AND O&M INTERAGENCY AGREEMENT**

#### **Services (routine) at \$1,500.00 per month.**

- Daily inspection of facilities
- Use of On-call and Back-up staff and phone number
- Maintain daily log sheets
- Collect and submit monthly microbiological samples to lab
- Analyze and record daily chemical handling, dosages, recordkeeping, and residuals
- Operation of Treatment Facilities
- Prepare annual Consumer Confidence Report
- Prepare and submit chlorine residuals report to NMED (Chlorine Byproducts Rule)
- Prepare and submit chlorine residuals report to NMED as part of compliance in with Chlorine Byproducts Rule (Near Future requirement by USEPA)
- Line Location and marking in compliance with New Mexico Excavation Law
- Read meters on or about the **1st** of each month, but no later than the **5th** of the month
- Association Management to maintain compliance with State and Federal drinking water regulations along with all other applicable state and federal statutes and regulations

#### **Services provided at \$50.00 per hour:**

- Any and all other required and/or requested operation and maintenance services to not outlined as routine including





# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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emergency responses in which no equipment (backhoe, trencher) is required.

**Services provided at \$100.00 per hour (rental expense if equipment is rented):**

- Any and all other required operation and maintenance services not outlined as routine including emergency responses in which equipment (backhoe, trencher) is required.

Alto De Las Flores MDWCA is responsible for materials and supply cost for all aspects of operation and maintenance including the need for special equipment (Example-boring machine). Complete documentation will be provided for operation and maintenance cost reflecting the type of operation and maintenance performed; materials, supplies and equipment used (if any); including date, time and location.

Operation and maintenance which will need to be performed, but not considered routine:

- Monthly-Estimate 2 hours per month
  - Hydrant flushing
  - Flush-out flushing
  - Well Drawdown
- Quarterly-Estimate 2 hours per quarter
  - Storage tanks flushing
  - Cathodic Protection
- Annual-Estimate 8 hours per year
  - Exercise isolation valves
- As-need or requested-Estimate 8 hours per quarter



# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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- Paint storage tanks Graffiti
- Cut weeds at facility
- Maintain facility free of debris
- Installation and testing of back preventers for commercial meter site if not so equipped
- Media change-out and waste disposal

Any and other operation and maintenance services will only be performed if needed in emergency situations (line breaks, etc.), if requested by Alto De Las Flores MDWCA or if requested or needed by NMED to maintain compliance with state and federal drinking water regulations.

April 21, 2017

Sandra Alarcon  
Loan Specialist  
USDA Rural Development  
2510 North Telshor Blvd.  
Las Cruces, NM 88011

**RE: Letter for request of approval for O & M Interagency Agreement between the Alto De Las Flores MDWCA and the Lower Rio Grande Public Water Works Authority**

Dear Ms. Alarcon:

The Board of Directors for the Lower Rio Grande Public Water Works Authority (Authority) would like to request Rural Development's approval for an Operation and Maintenance (O & M) Interagency Agreement (Agreement) between the Alto De Las Flores Mutual Domestic Water Consumers Association and the Authority.

Both Boards have met and approved the Interagency Agreement and both entities are requesting approval from your agency as per your regulations for entities indebted to the United States Government through Rural Development.

Regards,

---

Martin G. Lopez, GM  
Lower Rio Grande PWWA

**INTERAGENCY AGREEMENT FOR OPERATION AND MAINTENANCE  
OF WATER SYSTEM FOR THE**

**Alto De Las Flores  
Mutual Domestic Water Consumers Association**

**BY**

**Lower Rio Grande Public Water Works Authority**

This Interagency Agreement, hereinafter referred to as Agreement, made and entered into this **20th** day of **April, 2017**, by and between the Board of Directors of the **Alto De Las Flores Mutual Domestic Water Consumers Association**, hereinafter designated as the **Owner**, and **Lower Rio Grande Public Water Works Authority**, hereinafter designated as the **Certified Operator**, pursuant to a Motion duly passed by the Board of Directors of the Lower Rio Grande Public Water Works Authority.

Whereas, the Owner and Certified Operator have this date mutually agreed that the Certified Operator shall provide management and waterworks operation and maintenance services for the Owners water system, and the Owner agrees to pay for the services performed under the terms and conditions established by this agreement.

NOW THEREFORE, in consideration of the agreement contained herein, the parties hereby covenant, agree and contract as follows:

1. The Owner shall provide the following to the Certified Operator:
  - a. The Owner shall pay \$1,500.00 per month for all routine operation and maintenance services outlined in 4.a.i. through 4.a.xii. and 4.b.vi.
  - b. The Owner shall pay \$50.00 per hour for all required and/or requested operation and maintenance services outlined in 4.b.i. through 4.b.vi., if said activities do not require equipment such as a backhoe or trencher. When equipment is necessary, including emergency responses which require equipment, the cost per hour for services to be paid by Owner shall be \$100.00. Rental expense if equipment is rented.
  - c. The Owner shall bear full responsibility for the costs associated with materials, supplies and permits for all aspects of the operation and maintenance, including the need for special equipment such as boring machines.
  - d. The Owner shall remit payment in full within thirty (30) days of receipt of a

monthly billing statement from Certified Operator. Any amounts billed and disputed by Owner shall be identified by Owner at the time of payment and said funds shall be placed in escrow by Certified Operator, at Owner's expense, pending resolution of the billing dispute.

- e. The Owner shall advise the Certified Operator of all Federal financial assistance it receives and any impact that funding has on the performance of Certified Operator.
  - f. The Owner shall add Certified Operator as an additional insured on their liability insurance policy. A copy of said policy, confirming the addition of Certified Operator as an insured shall be provided to Certified Operator semi-annually during the life of this contract and shall be in an amount not less than \$1,000,000.00.
  - g. The Owner shall indemnify and hold harmless the Certified Operator from any and all legal matters, including personal injury and property damage claims, which arise out of the operation and maintenance of the water system
- 2. The Certified Operator will not be held responsible nor assume any of the present or past liabilities and/or debts of the Alto De Las Flores Mutual Domestic Water Consumers Association.
  - 3. The Certified Operator shall provide transportation necessary to perform the services required of it for section 4.a.i. through 4.b.vi.
  - 4. The Certified Operator shall provide the following services which will be billed to and paid by Owner at the rates set forth in paragraph 1.a. above:
    - a. Provide the following to the Owner:
      - i. Daily inspection of facilities;
      - ii. Use of On-call and Back-up staff and phone number;
      - iii. Maintain daily log sheets;
      - iv. Collect and submit monthly microbiological samples to lab;
      - v. Analyze and record daily chemical handling, dosage, recordkeeping and residuals;
      - vi. Operation of Treatment Facilities;

- vii. Prepare annual Consumer Confidence Reports;
  - viii. Prepare and submit chlorine residuals report to NMED;
  - ix. Prepare and submit chlorine residuals report to NMED as part of compliance with Chlorine Byproducts Rule of EPA if such rule is ever implemented;
  - x. Line Location and marking in compliance with New Mexico Excavation Law.
  - xi. Read meters on or about the 1st of each month, but no later than the 5th of the month;
  - xii. Association Management to maintain compliance with State and Federal drinking water regulations along with all other applicable state and federal statutes and regulations including attendance of board meeting.
- b. The following additional services will be billed to and paid by Owner at the rates set forth in paragraph 1.b. above:
- i. Monthly hydrant flushing, flush-out flushing, and Well Drawdown;
  - ii. Quarterly storage tank flushing and Cathodic Protection;
  - iii. Annual exercise of isolation valves;
  - iv. As needed or requested, paint storage tanks impacted by graffiti, cut weeds at facilities, maintain facility free of debris, install and test back flow preventers for commercial meter sites;
  - v. Operation and maintenance arising in an emergency situation will be performed only upon the request of Owner, or at the request of NMED to maintain compliance with State and Federal drinking water regulations;
  - vi. Compliance with New Mexico Excavation Law including underground facility location and marking as requested by other utility companies or for work to be completed by Certified Operator. Owner shall provide a system map to Certified Operator.

- c. Comply with all requirements of any Federal financial assistance obtained by Owner, as if it were the recipient of the assistance.
  - d. Ensure that the water system is operated in a manner that meets all Federal, State and local government requirements, including securing and maintaining required licenses, certifications, and accreditation for the staff fulfilling the responsibilities of this contract as may be necessary to operate, maintain and manage the system. The system shall be operated in compliance with the requirements of the New Mexico Environment Department, the Safe Drinking Water Act, and all other relevant local, state and Federal requirements.
  - e. At the Owners request the Certified Operator shall remove and install meters due to new service connections; meters identified as inoperative and/or inaccurate; and illegal and/or unauthorized service including delinquency.
  - f. The Certified Operator shall conduct required standard testing, monitoring, and reporting of water quality as necessary and required by the New Mexico Environment Department. Water test kits and testing equipment shall be supplied by the Owner if available. If outside services are required for non-recurring and one time analysis of water, the Owner will be billed for those operating expenses.
  - g. The Certified Operator will perform preventive maintenance procedures and services for all wells, pumps, tanks, chemical feeders, and other equipment and infrastructure of Owner.
  - h. The Certified Operator shall acquire and maintain any and all license and/or certification requirements as required by the New Mexico Environment Department or relevant funding entities and shall provide the Owner with proof of such license and/or certification.
  - i. The Certified Operator shall attend such regular board meetings or other special meetings as requested by the Owner.
  - j. Meters shall be removed, replaced or re-installed at Owner's request within seven business days of receipt of such request in writing.
  - k. New meter shall be installed at Owner's request within 30 business days of receipt of such request in writing to include requirement of the New Mexico One-Call.
5. The costs associated with extra labor or services and equipment needed by the

Certified Operator to make emergency repairs deemed necessary to properly and adequately maintain the Owner's water system in a state of good repair, including repairs to water lines, wells, equipment, appurtenances and also including installing new customer service taps will be the responsibility of the Owner.

- 6. This Agreement is subject to approval of the servicing USDA/RD office.
- 7. The terms of this Agreement shall be for a (4) year period. Either party may terminate this Agreement, with or without cause, by providing at least sixty days advanced written notice prior to termination date. In the event of termination, the Certified Operator shall be paid for services completed.
- 8. Both parties acknowledge that Certified Operator is protected from liability associated with the operation and maintenance of water systems within the State of New Mexico and confirm that this contract is not intended to waive the protections against liability provided by the laws of the State of New Mexico.
- 9. All correspondence or notices required under this Agreement shall be sent to:  
  
Lower Rio Grande Public Water Works Authority  
325 Holguin Road  
Vado, NM 88072
- 10. This Agreement shall not be amended except by written instrument executed by the parties.
- 11. Should either party have to enforce this Agreement in a court of law, the costs and fees of the prevailing party shall be paid in full by the other party.

This agreement made and entered into by and between the Board of Directors of the **Alto De Las Flores Mutual Domestic Water Consumers Association and the Lower Rio Grande Public Water Works Authority.**

Alto de Las Flores MDWCA  
Signed By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED BY: USDA, RD  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Lower Rio Grande PWWA  
Signed By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# Lower Rio Grande Public Water Works Authority

## Public Meetings/Juntas Públicas

ABOUT OUR

### INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

The ICIP, which establishes priorities for funding capital projects, will be presented for discussion and public input at two meetings:

- ) Tuesday April 11, 2017 at 6:30 pm at the LRGPWWA's La Mesa office: 521 St. Valentine, La Mesa, NM
- ) Wednesday, April 12, 2017 at 6:30 pm at the LRGPWWA's East Mesa Office: 9774 Butterfield Park Blvd., Butterfield Park, NM

*El ICIP (El Plan de Mejoramiento de Capital/Infraestructura) será presentado para discusión y aportaciones del público en dos reuniones:*

- ) *El martes, 11 de abril de 2017 a las 6:30 pm en la oficina del LRGPWWA en La Mesa: 521 St. Valentine, La Mesa, Nuevo México*
- ) *El miércoles, 12 de abril de 2017 a las 6:30 pm en la Oficina del LRGPWWA de East Mesa: 9774 Butterfield Park Boulevard, Butterfield Park, NM*

For more information contact Karen Nichols at 575-233-5742, extension 1018 or visit our website: [www.lrgauthority.org](http://www.lrgauthority.org)