

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## DRAFT Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 25, 2015 at our East Mesa Office, 9774 Butterfield Park Blvd, Butterfield Park, NM

NOTE: Minutes are in DRAFT form until approved by the Board

- I. **Call to Order, Roll Call to Establish Quorum:** Sign-in sheet and agenda are attached. Directors present were Director Arturo Terrazas (District 1), Vice-Chairman John Holguin (District 4), Director Mike McMullen (District 6) and Director Furman Smith (District 7). Absent were Secretary Santos Ruiz (District 2), Chairman Robert “Marty” Nieto (District 5), Director Cali Tellez (District 3). Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager, Mike Lopez, Projects Manager Karen Nichols and Project Specialist Joan Ferguson. Also present were Matt Dyer (CPS), Espy Holguin (HUD) and Representative Bill Gomez (arrived late). With a quorum established the meeting was called to order by Mr. Holguin at 9:30 am.
- II. **Pledge of Allegiance** {1:02}
- III. **Motion to approve the Agenda** Mr. Smith made a motion to approve the agenda. Mr. McMullen seconded it and it passed 4–0. {1:20}
- IV. **Motion to approve the Minutes of February 18, 2015 Regular Board Meeting** Mr. Smith made a motion to approve the minutes of February 18, 2015 regular board meeting. Mr. McMullen seconded the motion and it passed 4–0. {1:55}
- V. **Guest Presentations: None** {2:10}
- VI. **Public Input—15 minutes total allotted for this item, 3 minutes time limit per person—none** {2:30}
- VII. **Managers’ Reports**
  - A. **General Manager** Mr. Martin Lopez presented his report and stood for questions.
    - LRG elections will be April 7. The canvas will be within three days of the election. Oaths of office will be administered at the April meeting. Officers will be selected at the April meeting as well.
    - Mr. Holguin recognized Mr. Terrazas and because he is not running in the elections, thanked him for his service. {6:57}
  - B. **Projects** Ms. Karen Nichols presented her report and stood for questions.
    - Pending the last check and the warranty inspection, the Mesquite Wastewater Project will be closed.
    - Ms. Nichols passed around her legislative report. The Authority’s legislation did not make it to the House floor and did not pass.
    - The draft agreement for the water system purchase is pending. {9:24}
  - C. **Operations** Mr. Mike Lopez presented his report and stood for questions.
    - Mr. Smith asked about the new SCADA. Mr. Mike Lopez said that, aside from some minor issues, it is working well.
    - Mr. Smith asked if there had been any new connections and worried that LRG couldn’t be competitive with Moongate. Mr. Mike Lopez said that there have new connections and he had been getting requests for estimates for new connections. {11:11}
  - D. **Finance** Ms. Jackson presented her report and stood for questions.
    - Ms. Jackson commended Mr. Martin Lopez on his efforts at the legislature with the Authority’s bill.

- Mr. Holguin complimented Ms. Jackson on her new report format: it is much easier to read. {14:00}

**VIII. Unfinished Business** {14:07}

**IX. New Business**

- A. Chair appointment of a Director to RFP Committee for Mesquite Brazito Sewer Project** The deadline for the RFPs is March 30. Mr. Holguin volunteered to sit on the RFP (for engineering service) Committee for the Mesquite Brazito Project. {15:08}
- B. Motion to authorize changing the regular meeting of the board of directors from June 17 to June 10, 2015 to comply with ICIP due date.** Mr. McMullen made a motion to authorize changing the regular meeting of the board of directors from June 17 to June 10, 2015 to comply with ICIP due date. Mr. Terrazas seconded the motion and it passed 4-0. {16:40}
- C. Motion to authorize ICIP Public meetings: East Mesa, April 21 and Vado April 22, 6:30** Mr. McMullen made a motion to authorize ICIP public meetings: East Mesa office, April 21 and the Vado office April 22, 6:30. Mr. Smith seconded the motion and it passed 4-0 with no discussion. {17:30}
- D. Motion to authorize RFP for Water Line Extension Project** This project is for the Veterans'/Bosque Roads water line extension. Design should be completed this summer and go out to bid in late summer for construction. To speed up the process, (which was originally requested at the June 2013 board meeting) any property owner who will not grant an easement will be skipped. Mr. McMullen made a motion to authorize an RFP for the Water Line Extension Project. Mr. Smith seconded the motion and it passed 4-0. {20:20}
- E. Motion to authorize update/replacement of existing phone system** There are issues with the current phone system and the manufacturer has gone out of business. The alternatives are to either update or replace the system. The annual cell phone tower rental income will be used to cover the cost. Mr. McMullen made a motion to authorize an update or replacement of the existing phone system. Mr. Smith seconded the motion and it passed 4-0. {22:38}
- F. Motion to approve hiring two new operations employees** A long-time La Mesa employee resigned because of family issues and a recent hire did not fit in during their probationary period. Management is asking for approval to hire two new replacement operations employees. Mr. McMullen made a motion to approve hiring two new operations employees. Mr. Smith seconded the motion and it passed 4-0. {23:58}

Representative Gomez arrived

- G. Motion to authorize purchase of three trucks** These will not be full-service trucks but rather half-ton trucks equipped only with a tool box and used for shut-offs, etc. Finance options are still being considered. Mr. Smith made a motion to authorize purchase of three trucks. Mr. McMullen seconded the motion and it passed 4-0. {26:20}

**X. Other discussion and agenda items for next meeting, 9:30 a.m. April 15 at the East Mesa Office**

- A. LOCs for transfer and assumptions** Ms. Nichols and Ms. Ferguson are working on the letters of conditions notebooks for the transfers and assumptions for the Organ, Butterfield Park and Brazito mergers.
- B. ICIP Presentation by Tiffany Bloom, SCCOG for April meeting**

- C. **Representative Bill Gomez gave an overview of the recent legislative session** Ms. Nichols asked that he talk to the governor about LRG's legislation. Mr. Holguin asked Mr. Martin Lopez to brief Rep. Gomez on the Veterans' Rd project.
  - D. **Ms. Espy Holguin** asked Rep. Gomez if he would coordinate state funding with her with federal funding on funding issues for smaller communities and commended LRGPWWA on their ability to coordinate their funding.
- XI. **Adjourn** Mr. Smith made a motion to adjourn. It was seconded by Mr. McMullen. The motion passed 4-0 and the meeting was adjourned at 10:50 am. {1:19:33}

**Minutes signed April 15, 2015**

Absent

\_\_\_\_\_  
Roberto Nieto, Chairman (District 5)

\_\_\_\_\_  
John Holguin, Vice-Chairman (District 4)

Absent

\_\_\_\_\_  
Santos Ruiz, Secretary (District 2)

\_\_\_\_\_  
Arturo Terrazas, Director (District 1)

Absent

\_\_\_\_\_  
Carlos Tellez, Director (District 3)

\_\_\_\_\_  
Michael McMullen, Director (District 6)

\_\_\_\_\_  
Furman Smith, Director (District 7)



# Lower Rio Grande Public Water Works Authority

Sign In Sheet Page 1 of     

Date: March 25, 2015 Time: 9:30

Places: East Mesa Office

Event: Regular Board Meeting

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	<del>LRG PWWA</del> MIKE McMILLEN LRWC	575 571 3628 970-302-7852	<del>pw@lrga.org</del> pw@lrga.org
	JULIAN SMITH LRG-PWWA	382 5982	SAME
	Karen Nichols LRG-PWWA	915 203 2057	Karen.nichols@lrgaauthority.org
	John Holguin LRG-PWWA	575-695-9007 915	jholguina@lrga.org
	Arturo Ferraz	731-0751	---
	Michael Lopez	(575) 635-3921	---
	Kathie Jackson LRG-PWWA Finance Manager	(575) 640-4330	Kathie.jackson@lrgaauthority.org
	Matt Byel, Principal, PSC	575-644-6854	mbyel@team-psc.com
	HUD	575-635 1289	Espyra@lrga.org
	Bealguin BILL Gomez	575-642-1379	bealguin@msn.com
	Jean Ferguson LRG-PWWA	575-233-5742, 123	jean.ferguson@lrgaauthority.org

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

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

9:30 a.m. Wednesday, March 25, 2015 at our East Mesa Office, 9774 Butterfield Park 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: District #1 (Mr. Terrazas)\_\_\_, #2 (Mr. Ruiz)\_\_\_, #3 (Mr. Tellez)\_\_\_, #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 February 18, 2015 Regular Board Meeting
- V. Guest Presentations: None
- VI. Public Input—15 minutes total allotted for this item, 3 minutes time limit per person
- VII. Managers' Reports
  - A. General Manager
  - B. Projects
  - C. Operations
  - D. Finance
- VIII. Unfinished Business
- IX. New Business
  - A. Chair appointment of a Director to RFP Committee for Mesquite Brazito Sewer Project
  - B. Motion to authorize changing the regular meeting of the board of directors from June 17 to June 10, 2015 to comply with ICIP due date.
  - C. Motion to authorize ICIP Public meetings: East Mesa, April 21 and Vado April 22, 6:30
  - D. Motion to authorize RFP for Water Line Extension Project
  - E. Motion to authorize update/replacement of existing phone system
  - F. Motion to approve hiring 2 new operations employees
  - G. Motion to authorize purchase of 3 trucks
- X. Other discussion and agenda items for next meeting, 9:30 a.m. April 15 at the East Mesa Office
  - A. LOCs for transfer and assumptions
  - B. ICIP Presentation by Tiffany Bloom, SCCOG for April meeting
- 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 es un individuo con una incapacidad esta en necesidad de un lector, amplificador, lenguaje por señas, o cualquier otra forma de asistencia o servicio para atender o participar en las juntas, por favor llame a la oficina LRGPWWA, 575-233-5742, PO Box 2646, Anthony NM 88021 O 215 Bryant St., Mesquite NM una semana antes de la junta o en cuanto posible. Documentos públicos, incluyendo la agenda y minutos, están disponibles en varios formatos. Por favor opóngase en contacto con la oficina LRGPWWA si un resumen o otro tipo de forma accesible es necesario.*

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## MINUTES—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, February 18, 2015 at our Berino Office, 1150 Berino Rd.

- I. **Sign-in sheet and agenda are attached** Directors present were Vice-Chairman John Holguin (District 4), Secretary Santos Ruiz (District 2), Director Cali Tellez (District 3), Director Mike McMullen (District 6) and Director Furman Smith (District 7). Absent were Chairman Robert “Marty” Nieto (District 5) and Director Arturo Terrazas (District 1). Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols and Projects Specialist Joan Ferguson. Also present were Josh Smith, attorney; Matt Dyer, PSC; and Peter Ibarbo, Outreach Director with US Congressman Steve Pearce. With a quorum established the meeting was called to order by Mr. Holguin at 9:30 am.
- II. **Pledge of Allegiance** {1:10}
- III. **Motion to approve the Agenda** Item IX.A (contract with Doña Ana County for wastewater treatment) was postponed. Mr. Smith moved to approve the agenda with the aforementioned postponement. Mr. McMullen seconded the motion and it passed 5–0. {3:30}
- IV. **Approval of Minutes: Motion to approve the Minutes of January 21, 2015 Regular Board Meeting** Mr. Tellez made a motion to approve the minutes of January 21, 2015. Mike McMullen seconded the motion and it passed 5–0. {4:10}
- V. **Guest Presentations** Mr. Ibarbo from Congressman Pearce’s office introduced himself to the board. He has participated in ceremonies but was happy to be able to attend a meeting. He reminded management that submissions to USDA for the 2016 fiscal year would be due in March and conveyed Congressman Pearce’s appreciation. Mr. Martin interjected to thank Mr. Ibarbo for his and Congressman Pearce’s help in getting the partial release of lien for a Brazito property. {5:48}
- VI. **Public Input—15 minutes total allotted for this item, 3 minutes time limit per person—none** {5:56}
- VII. **Managers’ Reports**
  - A. **General Manager** Mr. Martin Lopez presented his report and stood for questions
    - Mr. Martin Lopez handed out the recently mailed newsletter on the upcoming election.
    - LRG has outgrown its current 401K plan because of the amounts of money contributed by employees to their retirement plans. The current financial advisor has advised management to switch to a third party administrator (rather than self administered). The upcoming plan will handle fees differently (they will come from the company rather than employees and the fee will be once per year). {14:49}
    - Mr. Tellez asked about the FEMA funds. At this point, Federal funds have been spent and LRG has matched the State contribution with labor. The State has yet to contribute its \$1,200 share.
    - Mr. Tellez asked about the first aid training. Mr. Lopez has inquired with the fire department but because the community college branch has CPR training, key staff may be taking that one in April or May.
    - Mr. Martin Lopez and Ms. Karen Nichols will be testifying to the Senate Conservation Committee on the amendment to the statute. He distributed their talking points for the board to review. (See attachment.) Senator Cervantes is sponsoring the amendment in the Senate and Representative Gallegos in the House. It has been assigned to two committees. {14:49}
  - B. **Operations** Mr. Mike Lopez presented his report and stood for questions.
    - Mr. Holguin appreciated the excess water use notice received from LRG.

- Mr. Martin Lopez announced that he had gotten approval from the NM Environment Department for the vulnerability assessment and emergency response plan and thanked the staff that worked on it. {20:20}

**C. Projects** Ms. Karen Nichols presented her report and stood for questions.

- The bid advertisement for the Brazito water system improvements has been in the newspaper and the bid opening will be March 16.
- RFP notice for the Mesquite-Brazito sewer project will be in the paper February 19.
- Ms. Nichols and Mr. Martin Lopez will be meeting on the Veteran's Road project to discuss the scope of the project because more funds will be available than originally planned. The water line will come from Hwy 28 and connect to those who have requested it. Mr. Tellez asked if Mr. Lechuga had spoken with Ms. Nichols. Now that the funding has been finalized, they will probably be in contact. {25:00}

**D. Finance** Ms. Kathi Jackson presented her report and stood for questions

- Ms. Jackson included a comparison in her profit and loss statement of the water revenue from this January and last January. (The third column.) With the depreciation added in, this year's net income is \$16,000 compared with a negative \$6,000 last year.
- Mr. Martin Lopez mentioned that the funds for the new billing system need to be expended by June. To make things easier, he said that Rural Development had notified him that the transfer and assumption for the Brazito, Organ and Butterfield Park systems should be finalized this week. This means that only one set of rates will have to be programmed instead of four. {29:26}

**VIII. Unfinished Business**

- A. Motion to adopt Board Meeting and Agenda Policy** Mr. Martin Lopez reminded the board that this policy is to clarify how board meetings are conducted and how the public would be able to have an item added to the agenda. Mr. Holguin said that it looked straightforward. Mr. Smith made a motion to adopt the Board Meeting and Agenda Policy. Mr. Tellez seconded the motion and it passed 5-0 with no further discussion. {30:36}

**IX. New Business**

**A. Contract with Doña Ana County for wastewater treatment—postponed**

- B. Motion to approve the FY2014 audit with correction to Mr. Holguin's name in the exit conference** Mr. Martin Lopez noted that the audit had no findings. Mr. Tellez made a motion to approve the FY2014 audit with correction to Mr. Holguin's name in the exit conference. Mr. McMullen seconded the motion and it passed 5-0. {32:35}

- C. Motion to adopt Resolution FY2015-17 - 1<sup>st</sup> Amendment to Project 223-WTB** Mr. Martin Lopez explained that this amendment is an extension of Water Trust Board funds for the Berino/Mesquite-Del Cerro project. The funds expired at the end of January. Currently the project is expending Rural Development funds until this amendment is closed. The last bit of funding is \$250,000. Mr. Tellez made motion to adopt Resolution FY2015-17 - 1st Amendment to Project 223-WTB. Mr. Smith seconded the motion and it passed 5-0. {34:10}

- D. Motion to adopt Resolution FY2015-18 – NMFA 3093-PG Closing** Mr. Martin Lopez explained that this resolution is to close on the planning grant from the Finance Authority used for the appraisal and engineering report for the Rio Del Valle system. The services totaled just under \$14,000 and LRG will be reimbursed a little over \$10,000. Mr. Tellez made a motion to adopt Resolution FY2015-18 – NMFA 3093-PG Closing. Mr. Ruiz seconded the motion and it passed 5-0. {37:45}

- E. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8—real property and water rights** Mr. Tellez made a motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8—real property and water rights. Mr. Ruiz seconded the motion. The roll call vote was as follows: District #2 (Mr. Ruiz) yes, District #3 (Mr. Tellez) yes, District #4 (Mr. Holguin) yes, District #6 (Mr. McMullen) yes, and District #7 (Mr. Smith) yes. The motion passed 5–0 and the meeting was closed at 10:09 am. {38:45}
- F. Motion to reconvene in open session** Mr. Tellez made a motion to reconvene in open session. Mr. Smith seconded the motion. The motion passed 5–0 and the session was reconvened at 10:51 am. {39:08}
- G. Statement by the Chair that the matters discussed in the closed meeting were limited to real property and water rights** Mr. Holguin stated that the matters discussed in the closed meeting were limited to real property and water rights {39:15}
- H. Action, if any, related to real property and water rights** Mr. Smith made a motion to authorize the General Manager (Mr. Martin Lopez) to negotiate and draft an agreement. Mr. McMullen seconded the motion and it passed 5–0. {40:26}
- X. Other discussion and agenda items for next meeting, 9:30 am. March 18 at the East Mesa Office**
- The board chairman will be appointing a director to the RFP committee for the Mesquite-Brazito Sewer Project at the next board meeting.
  - Mr. Holguin asked if LRG will be impacted by the County’s discussion of minimum wage changes. Ms. Jackson replied that LRG has four employees that would be affected.
  - Mr. Martin Lopez announced that all candidates for Districts 1, 2 and 6 will need to file for candidacy Tuesday, February 24, 2015 at the La Mesa office. {42:36}
- XI. Adjourn** Mr. McMullen made a motion to adjourn the meeting. Mr. Smith seconded the motion and it passed 5–0. The meeting adjourned at 10:55 am. {42:49}

**Minutes approved March 25, 2015**

*Absent*

\_\_\_\_\_  
Roberto “Marty” Nieto, Chairman (District 5)

\_\_\_\_\_  
John Holguin, Vice-Chairman (District 4)

\_\_\_\_\_  
Santos Ruiz, Secretary (District 2)

*Absent*

\_\_\_\_\_  
Arturo Terrazas, Director (District 1)

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Carlos Tellez, Director (District 3)

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Michael McMullen, Director (District 6)

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Furman Smith, Director (District 7)



**LRGPWWA**  
**Manager's Report**  
**February 18, 2015**

- FEMA Replacement of Equipment Complete
- LRG-371 Notice of Withdrawal by Moongate Water Company (permit was to change place or purpose of use). Associated Water Rights have been combined and co-mingled
- LRG-6808 Series, City of Las Cruces Withdrawal of Protest (Moongate Water withdrew application)
- Dairy Hearing March 25<sup>th</sup> (9am) and 26<sup>th</sup> (8:30am) at the City of Anthony Town Hall 890 Anthony Drive
- Possible additional renter for Water Tank (Fastwave.biz); will request Board Approval if agreement can be developed
- DAC will be having Public Meetings for their ICIP projects April 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> (Del Cerro Community Center), 21<sup>st</sup> and 23<sup>rd</sup> (Butterfield Park Community Center) at various locations
- Auction will be on April 3<sup>rd</sup> at 9am at 1150 Berino Road
- Senator Papen will be at SCCOG meeting on March 27<sup>th</sup> Mesilla Community Center, 2251 Calle de Santiago, 2 blocks west of Mesilla Plaza; should Board member want to attend please let me know (RSVP requirement)
- Financial and Operations Managers and Supervisors attended a one-day Manager's Training
- Other staff have attend various training
- Authorized Operations and Project Staff to participate in a Water Fair on April 16th; all surrounding area School District are invited
- NM Legislature cleared Senate and House Committees, but not heard on House Floor
- A customer expressed concern with the Berino Office drop box and customers stopping on Berino Road to drop off payments; no one else including Sheriff or Dona Ana County has mentioned customers causing traffic problems

- USDA Rural Development has provided the Letter of Conditions for the Organ, Brazito and Butterfield Park Transfers and Assumptions
- Elections:
  - Candidates: District 1-Raymundo Sanchez; District 2-Santos Ruiz vs. Alma Boothe; District 6-Michael McMullen vs. Stacie Durham
  - Voting-Early: March 13-April 3 at DAC Clerk; Absentee: March 13-April 7 at DAC Clerk; Election: April 7 at Del Cerro Community Center and LRGPWWA East Mesa Office

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
PROJECTS REPORT – 3/25/15 BOARD OF DIRECTORS MEETING**

**Authority Construction Projects:**

**LRG: 11-02.1 -Mesquite Wastewater Project – Gannett Fleming– CONSTRUCTION Stage – Layne Southwest - RD \$7,262,081, CITF \$1,670,257:** Engineer has completed the closeout documents and the final adjusting change order has been approved. Final pay request has been processed, and the construction project will be closed out. Engineer has completed the O&M Manuals and Record Drawings which will be hand delivered to LRG at the end of the month. Warranty inspection is scheduled for 3/26/15, which will be the last step to complete the construction project. Finally, the funding agency has agreed to enable LRG to utilize the remaining funds for the project to purchase needed Operation and Maintenance equipment.

**LRG-11-02.2 – Mesquite-Brazito Sewer Project – Vencor – LOC 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:** We continue to have monthly phone conferences scheduled with USDA RD regarding progress on the Letter of Conditions. Closing on CITF was completed on 2/6/15. New RFP has been issued. RFP Committee will meet after the 3/30/15 deadline. Request that the Chairman appoint a Director to the committee is on today's agenda.

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

**LRG-11-04 – Berino/ Mesquite-Del Cerro Water System Project WTB #223 – Vencor – Construction Stage - Smithco – RD - \$5,420,147/WTB - \$4,371,630:** 12" PVC waterline installation of Line B complete in place. Side streets such as Mark Twain, Post and Edwards, all branch lines of Line B, have also been completed. 2" saddle connection at Edwards is complete and ready for connection to existing mobile home residences, pending Bac-T's and pressure tests. Contractor completed installation of 2 each in-line 12" PRV's at Post and Edwards. Contractor completed installation of 1 each 6" PRV at Mesquite Well #6. 6" PVC water lines installed at Hawthorne and Rice Court. In addition, 2 each 2" valves in place and ready for connection to the Hawthorne alley ways. 6" PVC installation also complete at Maravilla and Green Valley. All 12"and 6" PVC waterlines have been installed within the Mesquite service area, pending Bac-T's and pressure tests. 8" PVC line currently in progress at Line M1, Mesquite Drain. To date, approximately 6,000 linear feet of Line M1 have been installed. All vacuum air valves will be installed after completion of Line M1. 6" PVC line installation currently in progress at Cebolla Lane. To date, approximately 2,320 linear feet on Cebolla Lane have been installed with approximately 16 residences connected to the new water line. Installation of Cebolla Lane waterline components also currently underway. Approximately 285 tons of asphalt have been used for driveway patching throughout the Mesquite service area. Contractor has 2 line crews on site. New connection requested by the LRGPWWA placed at Tres Caballos Road. Connection to existing water line at Bryant Street has been completed. Pressure testing has been completed on Line A and its respective side streets, from beginning of project on Stern Drive to the west entrance of Parcelas Loop.

**LRG-11-05 – Surface Water Treatment Plant WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match –** Team member John Shomaker and Associates (JSAI) has completed the new groundwater computer model and are to send resulting report to BHI/CDM mid-February. Next task to be completed is to integrate those results into the PER amendment update/justification for

NMED's inquiries, as well as the other items regarding brine disposal and alternative cost comparisons. A draft of this is expected to be completed by mid-April timeframe.

**LRG-12-01 – Authority Water System Improvements PER 2013 – Vencor – Planning Stage - CDBG Planning Grant \$50,000, NMFA Planning Grant \$37,500 & \$12,500 Local Match:** PER is a complete, planning grants have both closed.

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

**LRG-13-02 – System-wide Information Technology Standardization - \$175,000 NM STB:** Telephone conferences are scheduled with Tyler every two weeks. Gamwell obtained a quote for two new servers under the state purchasing contract with Dell and they have been ordered. Gamwell has completed the initial questionnaire for the project. One requisition has been submitted to NMED-CPB and paid for the initial payment on software license fees. A second will be submitted for the server invoice when it arrives.

**LRG-15-01 – System-wide Information Technology Standardization - \$130,000 NM STB:** Staff met 1/20/15 to discuss next steps. Had a preliminary discussion with Ms. Kahl at NMED-CPB concerning procurement. Will discuss with her further after Operations provides some additional information on our SCADA needs.

**LRG-13-03 – Water System Purchase Project – for RFP – Planning Stage - \$37,500 NMFA Planning Grant – on DWSRLF Priority List:** Closing on Planning Grant is on today's agenda.

**LRG-13-01 – Brazito Water System Improvements – Souder, Miller & Associates. – Design Phase - \$523,354 NM CITF Grant, \$58,150 Loan, \$58,150 Match Requirement, 2014 CITF \$157,986 (10% loan):** A Pre-bid meeting for the project was held on February 25, 2015 at 2:00 p.m. and construction bids will be opened on March 16, 2015 at 2:00 p.m.

	BIDDER	BASE BID	ADDITIVE ALTERNATIVE #1
1	Smithco Construction	\$514,700.00	\$9,000.00
2	DuCross Construction	\$459,738.00	\$4,249.89
3	A Mountain Professional Construction	\$420,438.28	\$3,300.00
4	Morrow, Inc.	\$517,149.00	\$5,568.00
5	Western Building & Development	\$406,462.16	8,738.31
6	Highland Enterprises	\$602,536.00	\$5,400.00
7	Timberland Construction	\$490,017.00	\$4,500.00
8	Sierra Valley Contractors	\$479,134.76	\$7,485.00

← Low Bidder

**LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan:** CITF Closing was finalized on 2/6/15. Authorization for RFP for engineering firm is on today's agenda

**Other projects:**

**Water Audit – BECC:** Reviewed, edited and concurred with BECC’s Scope of Work on 3/3/15. They will proceed to select an engineering firm for the project – nothing further to date.

**2015 Legislature:** The legislative report has been posted on the Board’s web page and will continue to be updated through the pocket veto date. Our bill was sponsored by Senator Cervantes (SB 392) and Representative Gallegos (HB 413) was passed by the Senate and the House Ag and House Judiciary Committees, but was not heard on the House floor, so it is dead.

**2015 Water Fair:** We will be participating in the Water Fair at Young Park on April 16<sup>th</sup> again this year.

**USDA-RD Transfer & Assumption Application Packages:** Letters of Conditions have been received from USDA-RD, and we will be assembling the required documentation for submittal back to them.

**Infrastructure Capital Improvements Plan 2017-2021:** Met with Tiffany Bloom from SCCOG to plan the ICIP development process for this year. She will have a presentation for the Board at the April meeting. Approval of public input meetings is on today’s agenda.

**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. Two more containers are ready to be sent out for shredding. Procedure for transfer of files to storage is pending management approval.

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

**2015 Board Election** – early and absentee voting are underway. Election date is April 7<sup>th</sup> with polling places at Del Cerro Community Center and our Vado Office. Complete information is available on our website. District 1 has one candidate, Districts 2 & 6 each have two.

**Training** – I will be attending a 3-day RFP training by the State Purchasing Division in Santa Fe the first week of April. Tyler online training is now available to staff.

**Lower Rio Grande Water Users Organization** – Regional Water Plan Update is in process, we are participating. Met with the Water Providers Committee again yesterday.

**RCAC Work Group on Regional Authority Legislation** – SB 550 was tabled in Senate Judiciary.

**US-EPA Regionalization Case Study** – I received a draft and submitted edits on 2/2/15. Have still heard nothing further.

## **Lower Rio Grande PWWA**

### **Operators Report**

**March 25, 2015**

#### **System Problems and Repairs.**

- Backflow inspections are current.(Mesquite District)
- My operators are working on the closure plan for the Wetlands.
- We have had a lot of small leaks due to the construction company.
- For the month of January my operators and I were issued 164 work orders.
- For the Month of February we have been issued 143 work orders.
- We have had 6 new service connections this past month.
- We had an electrical problem at well #1 Desert Sands.

**NMED:** All of our Monthly Bac-T-Samples were taken and all samples were negative.

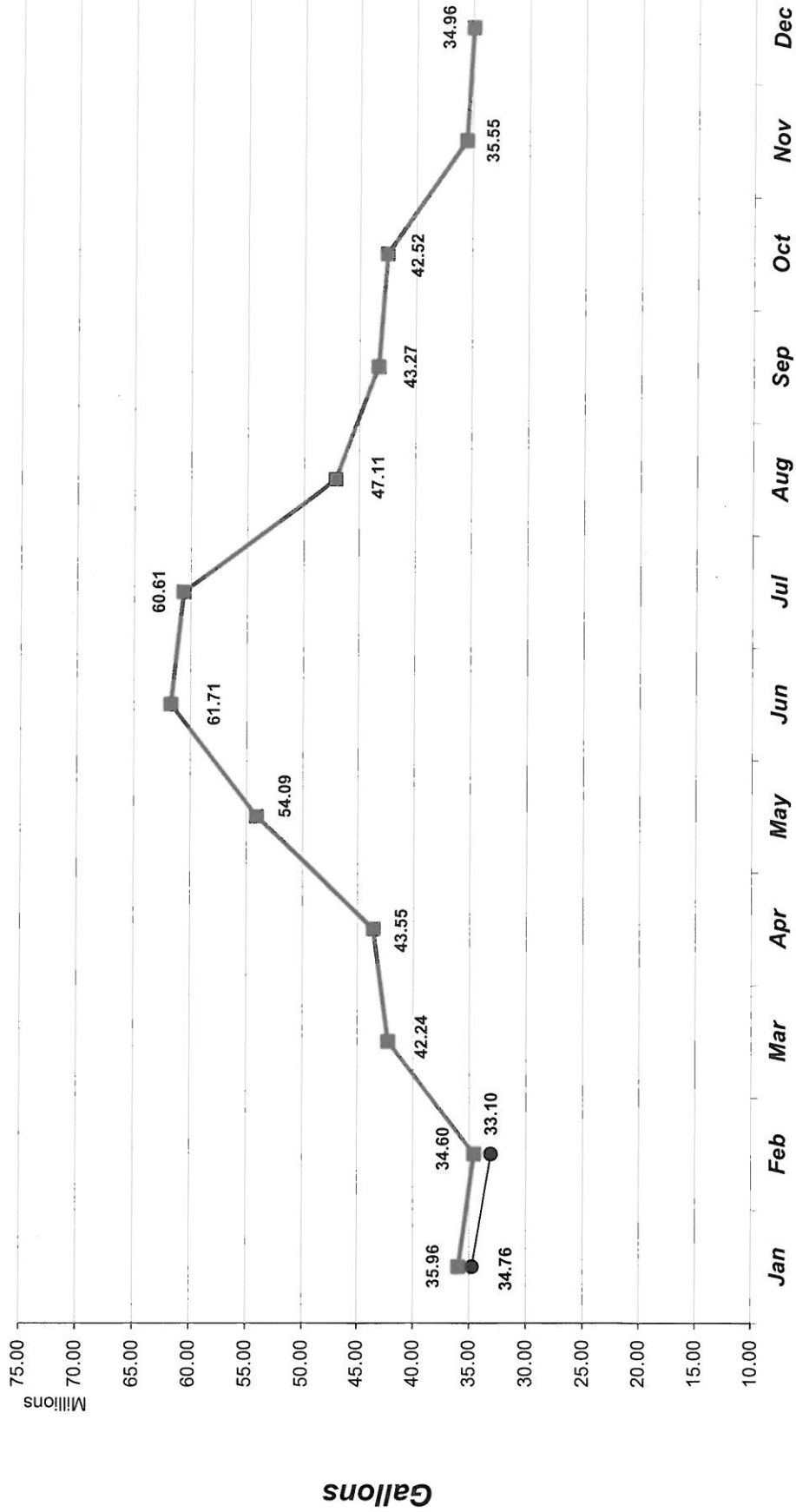
**Mesquite district Wetlands:** Demo continues.

**Mesquite Sewer Report.** Sewer Report was sent March 9<sup>th</sup>.

**Chlorine:** No problems.

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

# Lower Rio Grande PWWA Water Production Report



● 2015 Production    ■ 2014 Production



## **FINANCE REPORT FOR FEBRUARY 2015**

The report compares February of this year to February of last year

### **Income**

Tower rent, impact fees and the rate increase have increased income \$35K over last year

### **Expenses**

Accounting, Audit, Legal is slightly higher from training, travel and permit fees

Several of the operators went to backhoe training, 6 people were sent to management training

The county billed us for \$1700 in back permit fees

### **Supplies**

We spent almost less than half on supplies and maintenance as compared to last February

### **Tyler Billing System**

All employees have been registered with Tyler University so that they can start viewing the training tutorials on line as they have time. There are a series of tutorials that can be viewed individually at your own pace prior to the instructor led trainings, so employees can learn at their own pace and get familiar with the program.

We are up to date or ahead of schedule on the conversion.

**LRGPWWA**  
**Profit & Loss**  
**February 2015**

	Feb 15	Feb 14
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Credit Card Fees	1,157.58	686.98
Interest	45.10	14.94
<b>Non-Operating Revenue</b>		
Copy/Fax	54.80	50.50
Other Income	14,101.06	0.00
Tower Rent	600.00	0.00
<b>Total Non-Operating Revenue</b>	14,755.86	50.50
<b>Operating Revenue</b>		
Activation & Connection Fees	2,780.00	2,280.00
Backflow Testing	50.00	0.00
Contract Services	2,077.20	0.00
Impact Fees	11,180.00	1,600.00
Installation Fees	282.46	6,286.41
Membership Fees	515.00	680.00
Monthly Services	148,592.01	139,296.28
Monthly Services-Sewer	12,184.95	8,361.50
Other Income	55.00	45.00
Penalties-Sewer	347.02	244.32
Penalties-Water	4,771.82	3,815.59
Returned Check Fees	105.00	130.00
Tampering Fee/Line Breaks	0.00	500.00
<b>Total Operating Revenue</b>	182,940.46	163,239.10
Professional Fees-Other	2,907.08	2,853.48
<b>Total Income</b>	201,806.08	166,845.00
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	-197.38	0.00
<b>Total COGS</b>	-197.38	0.00
<b>Gross Profit</b>	202,003.46	166,845.00
<b>Expense</b>		
<b>Accounting, Auditing, Legal</b>		
Accounting Fees	0.00	0.00
Bank Service Charges	778.52	637.42
Cash Short/Over	45.28	-3.91
Legal Fees	617.94	0.00
Legal Notices	78.79	0.00
Meals	332.39	0.00
Permit Fees	1,701.81	0.00
Postage	3,482.57	3,747.94
Reconciliation Discrepancies	440.67	0.00
Training	2,289.00	450.00
Travel		
Lodging Per Diem	577.80	230.36
Meals Per Diem	0.00	84.78
Mileage/Parking Per Diem	27.45	0.00
<b>Total Travel</b>	605.25	315.14
<b>Total Accounting, Auditing, Legal</b>	10,372.22	5,146.59
<b>Debit Service</b>		
Interest paid to NMFA	1,920.80	0.00
Interest paid to USDA	10,923.96	4,810.73
<b>Total Debit Service</b>	12,844.76	4,810.73
<b>Depreciation Expense</b>		
Sewer	5,693.51	5,696.92
Water	57,567.70	57,602.14
<b>Total Depreciation Expense</b>	63,261.21	63,299.06

**LRGPWWA**  
**Profit & Loss**  
**February 2015**

	Feb 15	Feb 14
<b>Salaries</b>		
401K 10% Company Contribution	0.00	0.00
401K Employee Contribution	0.00	0.06
Accrued Leave	4,206.66	1,229.95
Administrative Labor	19,212.24	19,446.64
Clerical Labor	16,140.18	13,071.93
Employee Benefits-401K Contrib	2,302.38	1,834.27
HISC-Blue Medicare Rx.	174.10	84.70
Insurance-Dental	791.71	858.52
Insurance-Health	11,959.39	10,129.97
Insurance-Life,Disability	693.00	0.00
Insurance-Work Comp	1,761.00	1,677.00
Operations Labor	30,053.49	27,737.19
Payroll Taxes-Medicare	1,009.38	891.53
Payroll Taxes-Social Security	4,315.98	3,812.10
Payroll Taxes-State Unemploymen	0.00	0.00
Payroll Taxes-Worker's Comp Fee	0.00	0.00
<b>Total Salaries</b>	<b>92,619.51</b>	<b>80,773.86</b>
<b>Sewer</b>		
DAC Waste Water Flow Charge	3,266.67	0.00
Electricity-Sewer	1,796.16	306.61
Lab & Chemicals-Sewer	1,185.69	127.36
<b>Total Sewer</b>	<b>6,248.52</b>	<b>433.97</b>
<b>Supplies</b>		
<b>Automobile Repairs &amp; Maint.</b>		
LRG-03	42.00	0.00
LRG-10	53.96	0.00
LRG-14	9.57	0.00
LRG-22	40.00	0.00
LRG-23	42.55	0.00
Automobile Repairs & Maint. - Other	2,496.03	2,916.71
<b>Total Automobile Repairs &amp; Maint.</b>	<b>2,684.11</b>	<b>2,916.71</b>
Computer Maintenance	3,379.09	2,396.15
Fuel	4,215.89	5,935.39
<b>Lab, Chemicals-Water</b>		
Chemicals	1,330.44	1,697.61
Laboratory Fees	325.59	87.12
<b>Total Lab, Chemicals-Water</b>	<b>1,656.03</b>	<b>1,784.73</b>
Maint. & Repairs-Office	2,601.74	0.00
Maintenance & Repairs-Other	0.00	16,030.51
Materials & Supplies	6,687.21	10,951.53
Office Supplies	560.58	602.82
Printing and Copying	759.22	1,611.87
Tool, Furniture	836.54	0.00
Uniforms-Employee	720.14	268.50
<b>Total Supplies</b>	<b>24,100.55</b>	<b>42,498.21</b>
<b>Taxes, Liability, Insurance</b>		
Cobra Fee	0.00	15.30
Government Penalties & Interest	0.00	476.72
Insurance-General Liability	0.00	108.00
Insurance-Vision	0.00	0.00
Water Conservation Fee	1,042.91	1,078.72
<b>Total Taxes, Liability, Insurance</b>	<b>1,042.91</b>	<b>1,678.74</b>

LRGPWWA  
**Profit & Loss**  
 February 2015

	Feb 15	Feb 14
<b>Utilities</b>		
Cell Phone	1,343.35	1,449.85
Electricity-Lighting	939.38	499.85
Electricity-Offices	1,796.22	934.23
Electricity-Wells	22,042.25	19,199.58
Garbage Service	116.00	114.00
Natural Gas	377.22	299.25
Security/Alarm	0.00	187.51
Telephone	1,192.14	1,089.59
Wastewater	98.20	1,007.90
<b>Total Utilities</b>	<u>27,904.76</u>	<u>24,781.76</u>
<b>Total Expense</b>	<u>238,394.44</u>	<u>223,422.92</u>
<b>Net Ordinary Income</b>	-36,390.98	-56,577.92
<b>Other Income/Expense</b>		
Other Expense		
Ask My Accountant	99.35	0.00
<b>Total Other Expense</b>	<u>99.35</u>	<u>0.00</u>
<b>Net Other Income</b>	-99.35	0.00
<b>Net Income</b>	<u><u>-36,490.33</u></u>	<u><u>-56,577.92</u></u>

+ add back depreciation  
 Net Income

+ 63,261.21  
\$ 26,770.88

+ 62,299.06  
\$ 6,721.14



[www.LRGauthority.org](http://www.LRGauthority.org)

# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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

### **2017 – 2021 Infrastructure Capital Improvements Plan Timeline**

March 10, 2015 – GM & PM Meeting w/SCCOG

March 25, 2015 - Board Meeting – Authorize public input events

March 31, 2015 - Staff Meeting – 1:30 pm at La Mesa Office - Review & preliminary update of ICIP Projects List

April 15, 2015 – Board Meeting – Presentation on ICIP process by Tiffany Bloom, SCCOG

April 21, 2015 – Public Input Meeting – 6:30 pm at East Mesa Office

April 22, 2015 – Public Input Meeting – 6:30 pm at Vado Office

Late April/Early May – Staff meet w/SCCOG to develop draft ICIP

May 20, 2015 – Board Meeting – Review initial draft ICIP

June 10, 2015 – Board meeting – Adopt final draft ICIP

March 16, 2015

Martin Lopez  
Lower Rio Grande Water Authority  
P.O. Box 2646  
Anthony, NM 88021

Dear Mr Lopez

Your existing telephone system has been in place since May of 2012.

We are recommending upgrading critical portions of the equipment in order to continue functionality and the ability to maintain the system.

The cost for both the equipment and installation will be \$7,584.43 with tax.

Please let me know if you have any questions.

Sincerely,



Tanya M. Hall  
President



**SOUTH WEST NEW MEXICO  
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