



Lower Rio Grande Public Water Works Authority

Sign In Sheet Page 1 of 1

Date: 7/28/16 Time: 1:30 pm Places: Vado office Event: Special Meeting - URG Board

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	URG PWWA Mike Nichols URG PWWA	575-621-2193	12a.lorge@lrgauthority.org
	URG PWWA Mike Nichols URG PWWA	575-571-3028	
	URG PWWA Mike Nichols URG PWWA	970-302-7852	
	URG PWWA Mike Nichols URG PWWA	6157 309-7670	
	URG PWWA Mike Nichols URG PWWA	(675) 640-4330	
	URG PWWA Mike Nichols URG PWWA	915 203 2057	Richard Nichols Lrg Authority
	URG PWWA Mike Nichols URG PWWA	575-605-9007	Jholson@lrg.org
	URG PWWA Mike Nichols URG PWWA	575-636-5851	

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LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—SPECIAL BOARD OF DIRECTORS MEETING

1:30 p.m. Thursday, July 28, 2016 at our Vado Office, 325 Holguin Rd., Vado, NM

NOTE: 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 1:30 pm and called the roll. Mr. Raymundo Sanchez representing District #1 was absent, Ms. Alma Boothe representing District #2 was present, District #3 director's position is vacant, 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 telephonically. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Projects Manager Karen Nichols, and Projects Specialist Liza Lopez.
- II. **Pledge of Allegiance:** Mr. John Holguin led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** No changes were made to the agenda. Mr. Nieto made the motion to approve the Agenda. Mr. McMullen seconded the motion and it passed with none opposed.
- IV. **New Business:**
 - A. **Amendment to Engineering Agreement with Molzen-Corbin for SCADA Project:** Projects Manager Karen Nichols explained to the Board that the engineering firm had sent bid documents in to NMED-CPB for review, who noted that the project was over the scheduled time limit. The amendment to the Engineering Agreement was to change the time schedule for the project by adding additional time for the project to be completed. Mr. McMullen made the motion to approve the amendment to the Engineering Agreement and Mr. Nieto seconded the motion. The motion carried with none opposed.
- V. **Unfinished Business:**
 - A. **Motion to approve Resolution FY-2017-01 4th Quarter FY-2016 Financial Report:** Mr. McMullen made the motion to approve the 4th Quarter Financial Report for the FY-2016 fiscal year. Mr. Nieto seconded the motion and it passed with none opposed.
 - B. **Motion to adopt Resolution FY-2017-02 adopting Final Budget for Fiscal Year 2017:** Mr. Martin Lopez and Ms. Kathi Jackson advised the Board that the proposed final budget for fiscal year 2017 had been adjusted by approximately \$300,000. Mr. Nieto asked about changes in staff salaries and Mr. Lopez advised him that the budgeted amount had increased by approximately \$100,000, or by approximately 5%. Ms. Karen Nichols also advised the Board that the growth in the budget also reflected an increase in customer connections. Mr. Nieto made the motion to adopt Resolution FY-2017-02 adopting the final budget for the 2017 fiscal year. Mr. McMullen seconded the motion and it passed with none opposed.
- VI. **Adjourn:** Mr. Nieto made the motion to adjourn the Special Meeting of the LRGPWVA Board of Directors. Mr. Smith seconded the motion and it passed unanimously. Mr. Holguin declared the meeting adjourned at 1:38 p.m.

Minutes approved August 17, 2016

John Holguin, Chairman (District 4)

Michael McMullen, Vice-Chairman (District 6)

Alma Boothe, Secretary (District 2)

ABSENT

Raymundo Sanchez, Director (District 1)

VACANT

Director (District 3)

Roberto Nieto, Director (District 5)

Furman Smith, Director (District 7)

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
Meeting Notice & Agenda—SPECIAL BOARD OF DIRECTORS MEETING

1:30 p.m. Thursday, July 28, 2016 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 (Ms. Boothe)____, #3 (Vacant)____, #4 (Mr. Holguin)____, #5 (Mr. Nieto)____, #6 (Mr. McMullen)____, #7 (Mr. Smith)____.

- II. Pledge of Allegiance

- III. Motion to approve the Agenda

- IV. New Business
 - A. Amendment to Engineering Agreement w/Molzen Corbin for SCADA Project

- V. Unfinished Business
 - A. Motion to approve Resolution FY-2017-01 4th Quarter FY-2016 Financial Report
 - B. Motion to adopt Resolution FY-2017-02 adopting Final Budget for Fiscal Year 2017

- VI. 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.

**AGREEMENT FOR ENGINEERING SERVICES
(Publicly Funded Projects)
AMENDMENT #1**

THIS CONTRACT AMENDMENT NO. 1 TO THE AGREEMENT FOR ENGINEERING SERVICES (Publicly Funded Projects) entered into between the Lower Rio Grande Public Water Works Authority ("OWNER") and Molzen-Corbin & Associates, Inc. ("ENGINEER") agree to amend the Contract for the Information Technology Project (SCADA) signed by OWNER on November 18, 2015 as follows:

See revised Attachment II

IN WITNESS THEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Amendment No. 1 on the respective dates indicated below.

ATTEST: _____
Type Name: Alma Boothe
Title: Secretary
Date: July 28, 2016

OWNER: Lower Rio Grande PWWA
By: _____
Type Name: John Holguin
Title: Board Chairman
Date: July 28, 2016

ATTEST: Wyatt D. Kartchner
Type Name: Wyatt D. Kartchner, P.E.
Title: Project Engineer
Date: 7/25/16

ENGINEER: Molzen-Corbin & Associates, Inc.
By: Jerry B. Paz
Type Name: Jerry B. Paz, P.E.
Title: Vice President/Branch Manager
Address: 1155 Commerce Drive, Suite F
Las Cruces, NM 88011
Date: 7/25/16

REVIEWED: FUNDING AGENCY
NAME: _____
By: _____
Typed Name: _____
Date: _____

Attachment II

Agreement for Engineering Services

Design Services scope of work, cost proposal and compensation for Engineering Services during the Design Phase

D. Scope

See Attached Scope of Work

E. Cost Proposal – Include hourly breakdown for each task (see example)

See Attached Man Hour Schedule and Breakdown

F. Schedule of time to complete work

- *Pre-Design Efforts – 90 days*
- *30% RFP – 60 days*
- *60% RFP – 60 days*
- *90% RFP – 30 days*
- *Final RFP – 40 days*
- *RFP Selection – 45 days*

**dates do not include review time and Final RFP will begin upon receipt of funding by Owner*

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

Schedule 1

Name	Address
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(1) <u>OPERATING INCOME</u>	PRIOR YEAR <u>Actual</u> (2)	ANNUAL BUDGET BEG _____ END _____ (3)	For the _____ Months Ended _____ CURRENT YEAR		Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6)
			Actual Data		
			Current Quarter (4)	Year To Date (5)	
1. _____					
2. _____					
3. _____					
4. _____					
5. Miscellaneous					
6. Less: Allowances and Deductions					
7. Total Operating Income (Add lines 1 through 6)					
<u>OPERATING EXPENSES</u>					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. Interest					
16. Depreciation					
17. Total Operating Expense (Add Lines 8 through 16)					
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)					
<u>NONOPERATING INCOME</u>					
19. _____					
20. _____					
21. Total Nonoperating Income (Add 19 and 20)					
22. NET INCOME (LOSS) (Add lines 18 and 21)					
23. Equity Beginning of Period					
24. _____					
25. _____					
26. Equity End of Period (Add lines 22 through 25)					

Budget and Annual Report Approved by Governing Body	Quarterly Reports Certified Correct
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_____ Secretary	_____ Date	_____ Appropriate Official	_____ Date
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 2-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

SUPPLEMENTAL DATA

The Following Data Should Be Supplied Where Applicable

Circle One

1. ALL BORROWERS

- a. Are deposited funds in institutions insured by the Federal Government? Yes No
- b. Are you exempt from Federal Income Tax? Yes No
- c. Are Local, State and Federal Taxes paid current? Yes No
- d. Is corporate status in good standing with State? Yes No

e. List kinds and amounts of insurance and fidelity bond: Complete Only when submitting annual budget information:

<u>Insurance Coverage and Policy Number</u>	<u>Insurance Company and Address</u>	<u>Amount of Coverage</u>	<u>Expiration Date of Policy</u>
Property Insurance			
Policy # _____	_____	_____	_____
Liability			
Policy # _____	_____	_____	_____
Fidelity			
Policy # _____	_____	_____	_____

2. RECREATION AND GRAZING ASSOCIATION BORROWERS ONLY

Current Quarter

Year to Date

a. Number of Members _____ _____

3. WATER AND/OR SEWER UTILITY BORROWERS ONLY

- a. Water purchased or produced (CU FT - GAL) _____ gal. _____ gal.
- b. Water sold (CU FT - GAL) _____ MG _____ MG
- c. Treated waste (CU FT - GAL) _____ gal. _____ gal.
- d. Number of users - water _____ _____
- e. Number of users - sewer _____ _____

4. OTHER UTILITIES

- a. Number of users _____ _____
- b. Product purchased _____ _____
- c. Product sold _____ _____

5. HEALTH CARE BORROWERS ONLY

- a. Number of beds _____ _____
- b. Patient days of care _____ _____
- c. Percentage of occupancy _____ % _____ %
- d. Number of outpatient visits _____ _____

6. DISTRIBUTION OF ALL CASH AND INVESTMENTS*

Indicate balances in the following accounts:

	<u>Construction</u>	<u>Revenue</u>	<u>Debt Service</u>	<u>Operation & Maintenance</u>	<u>Reserve</u>	<u>All Others</u>	<u>Grand Total</u>
Cash	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Savings	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
and Invest- ments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

7. AGE ACCOUNTS RECEIVABLE AS FOLLOWS:

	<u>Days</u>				
	<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91 and Older</u>	<u>*Total</u>
Dollar Values	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Number of Accounts	_____	_____	_____	_____	_____

*Totals must agree with those on Balance Sheet.

PROJECTED CASH FLOW

For the Year BEG. _____ END. _____
(same as schedule 1 column 3)

A. Line 22 from Schedule 1, Column 3 NET INCOME (LOSS) \$ _____

Add

B. Items in Operations not Requiring Cash:

1. Depreciation (line 16 schedule 1) _____

2. Others: _____

C. Cash Provided From:

1. Proceeds from Agency loan/grant _____

2. Proceeds from others _____

3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities _____

4. Decrease (Increase) in Accounts Receivable, Inventories and
 Other Current Assets (Exclude cash) _____

5. Other: _____

6. _____

D. Total all A, B and C Items _____

E. Less: Cash Extended for:

1. All Construction, Equipment and New Capital Items (loan & grant funds) _____

2. Replacement and Additions to Existing Property, Plant and Equipment _____

3. Principal Payment Agency Loan _____

4. Principal Payment Other Loans _____

5. Other: _____

6. Total E 1 through 5 _____

Add

F. Beginning Cash Balances _____

G. Ending Cash Balances (Total of D Minus E 6 Plus F) \$ _____

Item G Cash Balances Composed of:

Construction Account \$ _____

Revenue Account _____

Debt Payment Account _____

O&M Account _____

Reserve Account _____

Funded Depreciation Account _____

Others: _____

Total - Agrees with Item G \$ _____



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LOWER RIO GRANDE

Public Water Works Authority

Resolution #FY2017-01 4th Quarter Budget Report for Fiscal Year 2016

Whereas, in order to comply with Sections 6-6-1 and 6-6-2 NMSA 1978 and to apply for CDBG funding, the Board of Directors wishes to adopt and pass a resolution to approve and adopt the FY2016 4th Quarter Budget Report on July 20, 2016.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve the FY2016 4th Quarter Budget Report officially approved and adopted on July 20, 2016.

PASSED, APPROVED, AND ADOPTED: July 20, 2016.

John Holguin, Chairman

Seal:

Alma Boothe, Secretary

Name		Address				
Applicant Fiscal Year		County		State (Including ZIP Code)		
From	To	20	20	20	20	First Full Year
		(1)	(2)	(3)	(4)	(5)
OPERATING INCOME						
1. _____						
2. _____						
3. _____						
4. _____						
5. Miscellaneous						
6. Less: Allowances and Deductions	()	()	()	()	()	()
7. Total Operating Income (Add Lines 1 through 6)						
OPERATING EXPENSES						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. Interest (RD)						
16. Depreciation						
17. Total Operating Expense (Add lines 8 through 16)						
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)						
NONOPERATING INCOME						
19. _____						
20. _____						
21. Total Nonoperating Income (Add Lines 19 and 20)						
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)						

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____
Secretary Date

Appropriate Official Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

PROJECTED CASH FLOW

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income (<i>Loss</i>)					
<i>Add</i>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (<i>Line 16, Schedule 1</i>)					
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase (<i>Decrease</i>) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease (<i>Increase</i>) in Accounts Receivable, inventories and Other Current Assets (<i>Exclude Cash</i>)					
5. Other: _____					
6. _____					
D. Total all A, B and C Items					
E. <i>Less:</i> Cash Expended for:					
1. All Construction, Equipment and New Capital Items (<i>Loan and grant funds</i>)					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5					
<i>Add</i>					
F. Beginning Cash Balances					
G. Ending Cash Balances (<i>Total of D minus E 6 plus F</i>)					
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					

Total - Agrees with Item G					

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

Schedule 1

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			Actual Data		
			Current Quarter (4)	Year To Date (5)	
1. _____					
2. _____					
3. _____					
4. _____					
5. Miscellaneous					
6. Less: Allowances and Deductions					
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<u>OPERATING EXPENSES</u>					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. Interest					
16. Depreciation					
17. Total Operating Expense (Add Lines 8 through 16)					
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Budget and Annual Report Approved by Governing Body	Quarterly Reports Certified Correct
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_____ Secretary	_____ Date	_____ Appropriate Official	_____ Date
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- b. Are you exempt from Federal Income Tax? Yes No
- c. Are Local, State and Federal Taxes paid current? Yes No
- d. Is corporate status in good standing with State? Yes No

e. List kinds and amounts of insurance and fidelity bond: Complete Only when submitting annual budget information:

<u>Insurance Coverage and Policy Number</u>	<u>Insurance Company and Address</u>	<u>Amount of Coverage</u>	<u>Expiration Date of Policy</u>
Property Insurance			
Policy # _____	_____	_____	_____
Liability			
Policy # _____	_____	_____	_____
Fidelity			
Policy # _____	_____	_____	_____

2. RECREATION AND GRAZING ASSOCIATION BORROWERS ONLY

Current Quarter

Year to Date

a. Number of Members _____ _____

3. WATER AND/OR SEWER UTILITY BORROWERS ONLY

- a. Water purchased or produced (CU FT - GAL) _____ gal. _____ gal.
- b. Water sold (CU FT - GAL) _____ gal. _____ gal.
- c. Treated waste (CU FT - GAL) _____ gal. _____ gal.
- d. Number of users - water _____ _____
- e. Number of users - sewer _____ _____

4. OTHER UTILITIES

- a. Number of users _____ _____
- b. Product purchased _____ _____
- c. Product sold _____ _____

5. HEALTH CARE BORROWERS ONLY

- a. Number of beds _____ _____
- b. Patient days of care _____ _____
- c. Percentage of occupancy _____ % _____ %
- d. Number of outpatient visits _____ _____

6. DISTRIBUTION OF ALL CASH AND INVESTMENTS*

Indicate balances in the following accounts:

	<u>Construction</u>	<u>Revenue</u>	<u>Debt Service</u>	<u>Operation & Maintenance</u>	<u>Reserve</u>	<u>All Others</u>	<u>Grand Total</u>
Cash	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Savings	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
and							
Invest-	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ments							
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

7. AGE ACCOUNTS RECEIVABLE AS FOLLOWS:

	<u>Days</u>				
	<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91 and Older</u>	<u>*Total</u>
Dollar Values	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Number of Accounts	_____	_____	_____	_____	_____

*Totals must agree with those on Balance Sheet.

PROJECTED CASH FLOW

For the Year BEG. _____ END. _____
(same as schedule 1 column 3)

A. Line 22 from Schedule 1, Column 3 NET INCOME (LOSS) \$ _____

Add

B. Items in Operations not Requiring Cash:

1. Depreciation (line 16 schedule 1) _____

2. Others: _____

C. Cash Provided From:

1. Proceeds from Agency loan/grant _____

2. Proceeds from others _____

3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities _____

4. Decrease (Increase) in Accounts Receivable, Inventories and
 Other Current Assets (Exclude cash) _____

5. Other: _____

6. _____

D. Total all A, B and C Items _____

E. Less: Cash Extended for:

1. All Construction, Equipment and New Capital Items (loan & grant funds) _____

2. Replacement and Additions to Existing Property, Plant and Equipment _____

3. Principal Payment Agency Loan _____

4. Principal Payment Other Loans _____

5. Other: _____

6. Total E 1 through 5 _____

Add

F. Beginning Cash Balances _____

G. Ending Cash Balances (Total of D Minus E 6 Plus F) \$ _____

Item G Cash Balances Composed of:

Construction Account \$ _____

Revenue Account _____

Debt Payment Account _____

O&M Account _____

Reserve Account _____

Funded Depreciation Account _____

Others: _____

Total - Agrees with Item G \$ _____



lrgauthority.org

LOWER RIO GRANDE

Public Water Works Authority

Resolution #FY2017-02 Final Budget for Fiscal Year 2017

Whereas, in order to comply with Sections 6-6-1 and 6-6-2 NMSA 1978 and to apply for CDBG funding, the Board of Directors wishes to adopt and pass a resolution to approve and adopt the FY2017 Final Budget on July 28, 2016.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve and adopt the FY2017 Final Budget officially approved on July 28, 2016.

PASSED, APPROVED, AND ADOPTED: July 28, 2016.

John Holguin, Chairman

Seal:

Alma Boothe, Secretary