

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## MINUTES

{NOTE: Minutes are in DRAFT form until approved and signed by the Board}

### REGULAR BOARD OF DIRECTORS MEETING

10:00 a.m. Wednesday, March 16, 2011 at the Vado Office, 325 Holguin Road

- I. **Sign in, establish quorum, call to order:** Sign-in sheet and Agenda are attached. Board members present were Chairman Roberto "Marty" Nieto, Vice-chairman John Holguin, Secretary Santos Ruiz, Director Rosaura Pargas, and Director Jim Pugh. Staff present: General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols and Payroll/HR Specialist Connie Garcilazo. Also present were Tiffany Bloom from South Central Council of Governments and Matt Dyer of Parkhill, Smith & Cooper. Mr. Nieto called the meeting to order at 10:05 a.m.
- II. **Approval of agenda:** Mr. Holguin made a motion to approve the Agenda, Mr. Ruiz seconded, and it carried on a vote of 4-0. :40
- III. **Approval of Minutes of 3/2/11:** Mr. Pugh made a motion to to approve the minutes dated 3/2/11 (attached), Mr. Holguin seconded and it carried on a vote of 4-0. 1:12
- IV. **General Manager's action items & reports (Projects & Operations Reports on 1<sup>st</sup> Wed. Agenda)**
  - A. **Management Report:** The General Manager's Martin Lopez written report was in the board packet (attached), and Mr. Lopez reviewed it with the board. Mr. Lopez informed the Board that Desert Sands Loan was paid-off. He noted that he will meet with NMFA about refinancing USDA Rural Development loans and New Mexico Environment Department about and changing the name to Lower Rio Grande Public Water Works Authority on existing RIP loans.

Mr. Lopez reported that Mr. Mike Lopez, Ms. Jackson and Mr. J. Gutierrez attended an asset management training to develop a program and keep track of items in good condition. Proposal was submitted to CDBG for direct funding to the Authority.

He also noted that the Variance for the La Mesa Building was approved by Dona Ana County Planning & Zoning Board. Mr. Lopez asked the Board their opinion on an inquire from Dona Ana County parks and recreation staff if LRGPWWA interested in having the Mesquite Community Center and Park transferred to the authority. Mr. Lopez will check the pros and cons of this and a presentation to the Board by county staff will be requested. 2:02
  - B. **Finance Report:** Ms. Jackson reviewed (attached) written report with the board. Ms. Jackson informed the Board that Reserve Account was broken into two

different accounts. She stated that she is in process of preparing the Financial Presentation for the Board of Directors. Ms. Jackson noted that office supplies line item was over budget due to computer maintenance expenses. Ms. Jackson informed that Vado billing program is up and running on the Continental Utility Billing system and staff is in the process of entering information from Desert Sands and La Mesa Water as well. Ms. Jackson requested a full time position employee to cover the clerk position at the Vado Office and cover some of the other offices as needed. This employee will be hired through a temporary agency. 21:29

**V. Guest Presentations: NONE**

**VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:**

Mr. Dyer passed out an invitation (attached) to participate in a short course sponsored by his firm, "The Art of Water Supply" April 29, 2011. 46:39

**VII. Unfinished Business:**

**A. Credit Card Policy – for adoption:** A motion was made by Mr. Pugh and seconded by Ms. Pargas to adopt the Credit Card Policy (attached), motion carried on a vote of 4-0. 52:26

**B. Closed Session**

1. Mr. Holguin made a motion at 11:02 a.m. to convene in closed session pursuant to NMSA 1978 10-15-1 (H)(7) regarding threatened or pending litigation, Mr. Ruiz seconded. Mr. Nieto took a roll call for vote, Mr. Holguin voted yes, Mr. Ruiz voted yes, Mr. Pugh voted yes and Ms. Parga voted yes. On a vote of 4-0, motion carried. 56:44

2. Mr. Pugh made a motion and Ms. Pargas seconded to resume the open meeting and Mr. Nieto stated that the matters discussed in the closed meeting were limited to those stated in the motion to close. 57:14

**C. Motion to instruct the Authority's attorney to take action as discussed in the closed session:** No action was taken.

**VIII. New Business:**

**A. Board direction to GM regarding project report format:** After a discussion on what kind of report was needed, Mr. Holguin made a motion to table this item, Ms. Pargas seconded the motion and it carried with a vote of 4-0. 57:53

- B. **La Union MDS&WA O&M contract – for approval:** Mr. Holguin made a motion to approve the La Union MDS& WA Operation and Maintenance Contract (attached), Mr. Ruiz seconded motion and it carried on a vote of 4-0. 1:07:51
- C. **Letter of support (funding) for housing programs on behalf of Tierra Del Sol – for approval:** Mr. Pugh made a motion to approve letter of support, Ms. Pargas seconded motion and it carried with a vote of 4-0. 1:19:32
- IX. **Other discussion and agenda items for next meeting:** The next meeting will be 4/6/11 at 4:00 p.m. Mr. Lopez formal resolution to apply NMFA to refinance authority debt. 1:24:41
- X. **Adjourn** Motion was made by Mr. Holguin to adjourn the meeting at 12:01pm, Mr. Ruiz seconded, and it carried with a vote of 4-0. 1:40:09

Date Minutes Approved: \_\_\_\_\_

**Directors Present:**

\_\_\_\_\_  
Chairman Roberto M. Nieto

\_\_\_\_\_  
Vice- Chairman John Holguin

\_\_\_\_\_  
Secretary Santos Ruiz

\_\_\_\_\_  
Director Rosaura Pargas

\_\_\_\_\_  
Director Jim Pugh

# Lower Rio Grande Public Waterworks Authority

## Sign In Sheet

Date: 3/16/11

Time: 10 AM

Place: Vado

Meeting Type: Regular

Name, Title - Print Sign	Company or Agency Represented	Mailing Address	Telephone	Email
<u>Blair R. Dade</u>	<u>LRG Board</u>	<u>325 Holguin Rd</u>	<u>575</u> <u>621-9697</u>	<u>blair@lrgwa.com</u> <u>martin.lopez@lrgwa.com</u>
<u>MARTIN LOPEZ</u>	<u>LRG Board</u>	<u>325 Holguin Rd</u>	<u>575</u> <u>571-3625</u>	<u>lrgwa@lrgwa.com</u> <u>lrgwa@lrgwa.com</u>
<u>Yolande J. Jarama</u> <u>Finance Manager</u>	<u>LRG Board</u>	<u>PO Box 20446</u> <u>Anthony, NM</u>	<u>233-3347</u>	
<u>Yolande J. Jarama</u> <u>VA PS</u>	<u>LRG Board</u>	<u>325 Holguin Rd</u> <u>VADO, NM</u>	<u>695-9009</u>	<u>Yolande@lrgwa.com</u>
<u>Rosaura Jarama</u> <u>Rosaura Jarama</u>	<u>DS</u>	<u>PO BOX 3343</u> <u>Anthony, NM 88001</u>	<u>(575)</u> <u>882-3126</u>	
<u>JAMES PUGH</u> <u>JAMES PUGH</u>	<u>LA MESA</u>			<u>JRUGH@LAMESA.COM</u>
<u>Connie Barralizo</u> <u>Attorney</u>	<u>LRG Board</u> <u>Berino</u>	<u>PO BOX 20446</u> <u>Anthony, NM 88001</u>	<u>882-5072</u>	<u>connie@lrgwa.com</u>
<u>Bento Ruiz</u>	<u>LRG Board</u> <u>Berino</u>	<u>P.O. Box</u> <u>Box 1060 Wagon</u>	<u>882-5937</u>	<u>Berino</u>
<u>MIKE LOPEZ</u> <u>Kate Nicks</u>	<u>LRG Board</u>	<u>P.O. Box 705</u> <u>Medilla, NM</u>	<u>(575) 635-3621</u>	<u>mlopez@lrgwa.com</u> <u>kate.nicks@lrgwa.com</u>
<u>Tiffany Bloom</u>	<u>SCCCG</u>	<u>PO Box 217</u> <u>Medilla, NM 88046</u>	<u>575-740-2926</u>	<u>tibloom@scceg.com</u>

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**10:00 a.m. Wednesday, March 16, 2011 at the Vado Office, 325 Holguin Road**

- I. Sign in, establish quorum, call to order
- II. Approval of agenda
- III. Approval of Minutes of 3/2/11
- IV. General Manager's action items & reports (Finance Report on 3<sup>rd</sup> Wed. Agenda)
  - A. Management Report
  - B. Finance Report
- V. Guest Presentations – NONE
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:
- VII. Unfinished Business:
  - A. Credit Card Policy – for adoption
  - B. Closed Session
    - 1. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 (H)(7) regarding threatened or pending litigation – Roll Call Vote
    - 2. Motion to resume the open meeting and statement by the Chair that affirming that the matters discussed in the closed meeting were limited to those stated in the motion to close.
  - C. Motion to instruct the Authority's attorney to take action as discussed in the closed session
- VIII. New Business:
  - A. Board direction to GM regarding project report format
  - B. La Union MDS&WA O&M contract – for approval
  - C. Letter of support (funding) for housing programs on behalf of Tierra Del Sol – for approval
- IX. Other discussion and agenda items for next meeting – Next meeting 4/6/11 at 4:00 p.m.
- X. Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the LRG PWWA office at 575-233-3947, 325 Holguin Rd, Vado NM 88072 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 LRG PWWA office if a summary or other type of accessible format is needed.

*Si es un individuo con una incapacidad esta en necesidad de un lector, amplificador, lenguaje por senas, o cualquier otra forma de asistencia o servicio para atender o participar en las juntas, por favor llame a la oficina LRG PWWA office at 575-233-3947, 325 Holguin Rd, Vado NM 88072 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 LRG PWWA si un resumen o otro tipo de forma accesible es necesario*

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## MINUTES

{NOTE: Minutes are a DRAFT until approved and signed by the Board}

### REGULAR BOARD OF DIRECTORS MEETING

**4:00 p.m. Wednesday, March 2, 2011 at the Vado Office, 325 Holguin Road**

- I. **Sign in, establish quorum, call to order:** Sign-in sheet and Agenda are attached. Present were Chairman Roberto "Marty" Nieto, Vice-chairman John Holguin, Secretary Santos Ruiz, and Director Jim Pugh. Director Rosaura Pargas was absent. Staff present: General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols, and Human Resources/Payroll Specialist Connie Garcilazo. Mr. Matt Dyer was also present. With a quorum establish, Mr. Nieto called the meeting to order at 4:05pm.
- II. **Approval of agenda:** Mr. Holguin made a motion to approve the Agenda, Mr. Ruiz seconded, and it carried on a vote of 4-0. :50
- III. **Approval of Minutes of 2/16/11:** Mr. Holguin made a motion to approve the minutes dated 2/16/11 as corrected, Mr. Ruiz seconded and it carried on a vote of 4-0. :1:10
- IV. **General Manager's action items & reports (Finance Report on 3<sup>rd</sup> Wed. Agenda)**

- A. **Management Report:** The General Manager's Martin Lopez written report was in the board packet (attached), and it was discussed with the Board. Mr. Lopez informed the Board that a name and address change letter was mailed to all customers to be implemented by April. We will have all mail go to the PO Box in Anthony and hold on the existing PO Boxes for a couple more months. Mr. Lopez noted that they are working on computer network and that is in process.

Mr. Lopez informed that the transfer of assets has been completed, the Berino construction account was closed, and we are in the process of paying off the Desert Sands Loan 91-09 of about 30,000.

Mr. Lopez reported that an application might be re-submitted to NMFA Drinking Water Revolving Loan Fund. He stated that for La Mesa Building Project they will attend a meeting at Dona Ana County to request a variance from the planning and zoning Department, and a letter was submitted asking for one of the commissioners to be recused from that decision. He reported on Castillo Road that no resolution has been reached at this point regarding the bridge, might get an independent opinion depending on attorneys advice and recommendation from engineer, but water service is available for all of the customers in that area.

He reported that transfer of water rights approval was received from the New Mexico Office of the State Engineer. The combine and comingle application is in process and being advertised. Solid Waste coupons were picked up, Ms. Jackson and Ms. Meza are in the process of developing a method to sell them, and information is available at the Authority website. The EBID Emergency Mutual Aid agreement was approved by their board.

Mr. Lopez informed that second quarter financial report is due and a copy is attached on Board packet. He informed the Board that Ms. Jackson and Ms. Meza will be attending an audit training on March 24, and that he has been authorized by the State Auditor to start soliciting for independent accountants. 2:14

- B. **Operations Report: Mike Lopez** Operations Manager handed out written report (attached) and reviewed it with the board. He reported that Desert Sands is providing water to Berino customers due to a broken check valve that caused Berino well to stop working, a lot of water meters were replaced and employees had a lot of overtime all of this due to the cold weather. Mr. Martin Lopez informed that the cost did not meet the insurance deductible. He also reported that the 6" main line on Lechuga and east side canal was reconnected and is back on service. Mr. Lopez noted that door decals are ready and will be place on vehicles. Mr. Pugh had questions on La Union Water system and LRGPWWA O&M Contract, and Mr. Lopez informed him that the Authority is listed under their insurance and vice-versa. 20:00
- C. **Projects Report:** Ms. Karen Nichols reviewed her written report (attached) with the Board. Mr. Lopez reported an estimated loan cost of \$1.52 per customer per month on the Berino & Mesquite/Del Cerro combined Project. The application was for \$5.5 million and Ms. Alarcon estimated that would include a \$1.5 million loan component. He informed the Board that Ms. Alarcon from Rural Development was going to talk to Martha Torrez and stated that application might have to go up to D.C. Another item discussed was a question from Mr. Pugh about chart of projects and dates, and Mr. Lopez will discuss further with Ms. Nichols..31:10

V. **Guest Presentations:** NONE 59:08

VI. **Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:** NONE 59:24

VII. **Unfinished Business:**

- A. **Authority RFP – staff recommendation for selection of engineering firm:** Mr. Lopez reported that RFP was redone as per CDBG format, all previous consultants asked for reconsideration, Molzen & Corbin re-submitted their proposal, and a new proposal was received from Sauder Miller & Associates. Proposals were due March 1<sup>st</sup>, advertisement ran on February 17, 18 & 19<sup>th</sup>, and staff recommendation Vencor Engineering. Mr. Pugh made a motion to accept the staff recommendation to re-select the same firm (Vencor Engineering) as previously, Mr. Holguin seconded the motion and it carried on a vote of 4-0. Scoring Summary is attached. 1:01:02

VIII. **New Business:**

- A. **Credit Card Policy-** A motion was made by Mr. Holguin to have 2 cards, Card # 1 for Staff and Card # 2 for Board and be stored in the General Manager's office. Motion was seconded by Mr. Ruiz, after some discussion a second motion was amended by Mr. Holguin on Mr. Pugh's request to possibly expanded to three credit cards, Mr. Ruiz seconded motion and amendment, and it carried on a vote of 4-0. 01:04:04

B. **Closed Session**

1. Mr. Hogue made a motion to go into close session at 5:43p.m. pursuant to NMSA 1978 10-15-1 (h)(7) regarding threatened or pending litigation, Mr. Nieto roll call for close session, Mr. Holguin voted yes, Mr. Ruiz voted yes, Mr. Pugh voted yes and Mr. Nieto voted yes. On a vote of 4-0, motion carried. 1:37:15
2. Motion was made by Mr. Holguin to resume the open meeting and seconded by Mr. Pugh. Mr. Nieto stated that matters discussed in the closed meeting were limited to those stated in the motion to close. 1:38:21

C. Motion by Mr. Holguin to respond to the Attorney General's Office, request Mr. Ruiz seconded the motion, and it carried on a vote of 4-0. 1:39:07

**IX. Other discussion and agenda items for next meeting** – The next meeting will be 3/16/11 at 10:00 a.m. Mr. Lopez noted Mr. Pugh's request to set up a financial workshop & legal work session.

**X. Adjourn:** There was no further business, and Mr. Holguin made a motion to adjourn, Mr. Pugh seconded, and it carried on a vote of 4-0. Mr. Nieto declared the meeting adjourned at 6:05p.m. 1:41:30.

Date Minutes Approved: \_\_\_\_\_

Directors Present:

\_\_\_\_\_  
Chairman Roberto M. Nieto

\_\_\_\_\_  
Vice- Chairman John Holguin

\_\_\_\_\_  
Secretary Santos Ruiz

ABSENT  
\_\_\_\_\_  
Director Rosaura Pargas

\_\_\_\_\_  
Director Jim Pugh



**LRG PWWA  
Manager's Report  
March 16, 2011**

Tasks

- Transfer long and short term debt
  - Paid-off Desert Sands Loan (91-09) March
  - Meet the NMFA to refinance USDA RD and NMED RIP loans into name of Authority
- Transfer Mesquite WWTP: Followed up with NMED GWB
- Establish Asset Management Program: Staff attending Access Software Training to being developing Program
- Project Funding Applications
  - CDBG Submitted Project Scope (Narrative) and Cost Estimate to Frank Padilla
  - NMFA
    - Drinking Water Revolving Loan Fund Project Funding with subsidies: Project Interest Form (radio read meters) submitted
    - Formal Loan Application Resolution for April to present to NMFA Board of Directors supported by WTB Application
  - LRGMDWA
    - La Mesa Building approved by County, pre-construction meeting set for Thursday, March 17<sup>th</sup> at 1 in Mesquite
    - Castillo Road-no action (water released)

- Water Rights
  - Return flow credits-NMED approved for scope of work change for CE&M (LRG MDWA)
  - OSE Combine/commingle-publication dates: February 25, March 4 and 11 (10-day protest period from after last publication prior to OSE approval)
  - OSE Brazito-Authority Interconnection: publication dates: March 4, 11, 18
- Dona Ana County Staff Proposal
  - Parks and Recreation Staff inquired whether their was interest in having the Mesquite Community Center and Park transferred to the Authority

**LRGPWWA**  
**Balance Sheet**  
As of January 31, 2011

Jan 31, 11

ASSETS	
Current Assets	
Checking/Savings	
Citizens Bank CD	11,200.00
Citizens Bank LRGPWWA	18,784.94
LRGPWWA DEBT SERVICE PAYOFF	46,238.92
LRGPWWA La Mesa Water Project	428.74
LRGPWWA Mesquite Sewer Project	428.74
LRGPWWA Reserve Account	
Annual Debt Service Reserve	120,000.00
Gas Chlorination Reserve	16,000.00
Meters & Backflow Replacement	15,000.00
Operations & Maintenance Reserv	79,610.57
Project Development Reserve	100,000.00
SCADA Reserve	50,000.00
Storage Tank Rehab Reserve	8,000.00
Vehicle Replacement Reserve	40,000.00
Well Parts Reserve	30,000.00
LRGPWWA Reserve Account - Other	39,904.54
Total LRGPWWA Reserve Account	498,515.11
Total Checking/Savings	575,596.45
Other Current Assets	
A/R-Other	-32,076.64
A/R-Water & Sewer	103,915.94
Employee Advances	75.00
Inventory Asset	13,116.62
Petty Cash	532.00
Returned Checks	1,473.29
Total Other Current Assets	87,036.21
Total Current Assets	662,632.66
Fixed Assets	
Accumulated Depreciation	-4,442,020.70
Building	655,419.36
Constr in Prog-Water System DS	1,868,697.26
Furniture and Equipment	547,313.10
Land	101,869.38
Land Improvements	13,187.60
Software	19,988.36
Vehicles	152,740.00
Water & Sewer System	11,765,287.89
Total Fixed Assets	10,682,482.25
Other Assets	
Water Rights	9,199,171.20
Total Other Assets	9,199,171.20
<b>TOTAL ASSETS</b>	<b>20,544,286.11</b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A/P- Water/Sewer Phase I & II	103,394.61
A/P Operating	36,619.88
Total Accounts Payable	140,014.49
Credit Cards	
Capital One	-37.99
Capital One-La Mesa	-704.81

**LRGPWWA**  
**Balance Sheet**  
As of January 31, 2011

	Jan 31, 11
Citizens Bank VISA	
Office Card	484.43
<b>Total Citizens Bank VISA</b>	<b>484.43</b>
Eagle Grocery & Hardware	1,160.48
Wells Fargo Visa	
Roberto M Nieto	1,104.77
<b>Total Wells Fargo Visa</b>	<b>1,104.77</b>
<b>Total Credit Cards</b>	<b>2,006.88</b>
<b>Other Current Liabilities</b>	
<b>Customer Deposits</b>	
Hydrant Meter Deposits	18,886.50
Renter Deposits	27,533.41
Customer Deposits - Other	-15,209.53
<b>Total Customer Deposits</b>	<b>31,210.38</b>
Gross Receipts Tax	4,106.69
<b>Payroll Liabilities</b>	
<b>Federal</b>	
Income Tax Withholding	9,365.90
Medicare	1,448.30
Unemployment	399.54
<b>Total Federal</b>	<b>11,213.74</b>
<b>Retirement</b>	
Employee Loans	-122.56
<b>Total Retirement</b>	<b>-122.56</b>
<b>State</b>	
Workers Compensation Fee	-44.00
<b>Total State</b>	<b>-44.00</b>
Workers' Comp Fee Employee	58.90
Payroll Liabilities - Other	16,654.11
<b>Total Payroll Liabilities</b>	<b>27,760.19</b>
<b>Total Other Current Liabilities</b>	<b>63,077.26</b>
<b>Total Current Liabilities</b>	<b>205,098.63</b>
<b>Long Term Liabilities</b>	
Berkadia Commercial Loan	444.76
NMED RIP Loan 90-08R Berino	26,531.97
NMFA 2003-08 Desert Sands	19,183.61
NMFA Trucks Desert Sands	54,715.00
RIP 2003-08	18,608.10
RIP 88-12R La Mesa	79,721.37
USDA-RD 91-01 (LaMesa)	90,581.95
USDA-RD 91-02 (Berino)	26,803.93
USDA-RD 91-06 (Berino)	12,220.00
USDA-RD 91-06 (Mesquite)	301,036.11
USDA-RD 91-07 (Desert Sands)	47,335.53
USDA-RD 91-09 (Desert Sands)	13,770.15
USDA-RD 91-16 (Mesquite)	297,851.78
<b>Total Long Term Liabilities</b>	<b>988,804.26</b>
<b>Total Liabilities</b>	<b>1,193,902.89</b>

3:52 PM  
03/15/11  
Accrual Basis

LRGPWWA  
**Balance Sheet**  
As of January 31, 2011

	<u>Jan 31, 11</u>
<b>Equity</b>	
<b>Contributed Equity</b>	
Berino	5,329,924.25
Desert Sands	5,645,279.51
La Mesa	1,578,475.33
Mesquite	6,337,244.96
Vado	618,441.80
<b>Total Contributed Equity</b>	<u>19,509,365.85</u>
Opening Balance Equity	500.00
Net Income	-159,482.63
<b>Total Equity</b>	<u>19,350,383.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>20,544,286.11</u></u>

## LRGPWWA Profit & Loss Budget vs. Actual January 2011

	Jan 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Interest	4.84		
Operating Revenue			
Activation & Connection Fees	1,340.00		
Contract Services	1,116.00		
Installation Fees	2,300.00		
Membership Fees	13,170.38		
Monthly Services	58,386.44		
Monthly Services-Sewer	5,859.37		
Other Income	2,865.03		
Penalties-Sewer	237.94		
Penalties-Water	1,793.31		
Total Operating Revenue	87,068.47		
Sewer Revenue	0.00	5,257.67	-5,257.67
Water Revenue	12,187.42	104,900.33	-92,712.91
Total Income	99,260.73	110,158.00	-10,897.27
Gross Profit	99,260.73	110,158.00	-10,897.27
Expense			
Accounting, Auditing, Legal		17,989.58	-15,241.98
Accounting Fees	2,747.60		
Bank Service Charges	177.82		
Cash Short/Over	-14.95		
Dues and Subscriptions	383.74		
Engineering Fees	143,157.36		
Government Penalties & Interest	15.50		
Interest Expense	130.25		
Late Fees	177.29		
Legal Fees	1,505.88		
Loan Interest	2,508.63		
Permit Fees	92.80		
Postage-Billing	523.04		
Postage-Other	121.18		
Prof Fees-Interpreter	529.96		
Travel			
Lodging Per Diem	210.33		
Meals Per Diem	100.27		
Travel - Other	42.83		
Total Travel	353.43		
Total Accounting, Auditing, Legal	152,409.53	17,989.58	134,419.95
Electricity	0.00	21,846.75	-21,846.75
Lab Chemicals	0.00	2,079.33	-2,079.33

**LRGPWWA**  
**Profit & Loss Budget vs. Actual**  
January 2011

	Jan 11	Budget	\$ Over Budget
Lab, Chemicals			
Chemicals	1,389.93		
Laboratory Fees	456.83		
<b>Total Lab, Chemicals</b>	<b>1,846.76</b>		
Salaries			
Accrued Leave	2,343.48		
Administrative Labor	16,254.88		
Clerical Labor	14,349.66		
Mileage	61.60		
Operations Labor	19,679.58		
Salaries - Other	8,070.04		
<b>Total Salaries</b>	<b>60,759.24</b>	61,243.00	-483.76
Supplies			
Cell Phone	2,697.40		
Computer Maintenance	2,594.13		
Kitchen & Cleaning Supplies	147.32		
Materials & Supplies	22,293.03		
Office Supplies	2,035.52		
Printing and Copying	1,572.16		
Telephone	917.89		
Uniforms-Employee	1,271.40		
Supplies - Other	128.85		
<b>Total Supplies</b>	<b>33,657.70</b>	13,779.67	-13,650.82
Taxes, Liability, Insurance			
Employee Benefits-401K Contrib	687.50		
GRT	14,891.41		
Insurance-Dental	563.74		
Insurance-General Liability	-3,923.00		
Insurance-Health	13,224.15		
Insurance - Liability, D and O	8,152.00		
Payroll Taxes-Federal Unemploy	399.54		
Payroll Taxes-Medicare	724.15		
Payroll Taxes-Social Security	3,096.37		
Payroll Taxes-State Unemploy	1,248.36		
Payroll Taxes-Worker's Comp Fee	1,160.70		
State Taxes	2.00		
Water Conservation Fee	903.86		
<b>Total Taxes, Liability, Insurance</b>	<b>41,130.78</b>	39,285.83	1,844.95

**LRGPWWA**  
**Profit & Loss Budget vs. Actual**  
January 2011

	Jan 11	Budget	\$ Over Budget
<b>Utilities</b>			
Automobile Repairs & Maint.	391.08		
Electricity-Office	427.08		
Electricity-Operations	10,808.74		
Fuel	7,753.88		
Garbage Service	159.30		
Maint. & Repairs-Infrastructure	1,719.86		
Maintenance & Repairs-Other	307.49		
Natural Gas	134.01		
Security/Alarm	1,839.95		
Wastewater	66.15		
<b>Total Utilities</b>	<b>23,607.54</b>		
<b>Total Expense</b>	<b>313,411.55</b>	<b>156,224.16</b>	<b>157,187.39</b>
<b>Net Ordinary Income</b>	<b>-214,150.82</b>	<b>-46,066.16</b>	<b>-168,084.66</b>
Other Income/Expense			
Other Expense	672.26		
Ask My Accountant	672.26		
<b>Total Other Expense</b>	<b>672.26</b>		
<b>Net Other Income</b>	<b>-672.26</b>	<b>0.00</b>	<b>-672.26</b>
<b>Net Income</b>	<b>-214,823.08</b>	<b>-46,066.16</b>	<b>-168,756.92</b>



**LRGPWWA**  
**Profit & Loss**  
October 2010 through February 2011

	Oct 10	Nov 10	Dec 10	Jan 11
Ordinary Income/Expense				
Income				
Interest	0.00	0.00	92.08	4.84
Non-Operating Revenue				
Copy/Fax	120.90	95.10	0.00	0.00
Other Income	204.89	1,000.00	-164.56	0.00
Non-Operating Revenue - Other	0.00	0.00	0.00	0.00
<b>Total Non-Operating Revenue</b>	<b>325.79</b>	<b>1,095.10</b>	<b>-164.56</b>	<b>0.00</b>
Operating Revenue				
Activation & Connection Fees	2,273.23	115.00	0.00	1,340.00
Contract Services	0.00	0.00	2,722.52	1,116.00
Installation Fees	4,719.69	500.00	0.00	2,300.00
Late Fees	0.00	0.00	0.00	0.00
Membership Fees	500.00	0.00	0.00	13,170.38
Monthly Services	127,949.84	135,538.78	102,252.99	58,386.44
Monthly Services-Sewer	7,259.69	5,650.54	5,853.91	5,859.37
Other Income	282.27	0.00	14,025.00	2,865.03
Penalties-Sewer	412.84	298.50	10.17	237.94
Penalties-Water	6,227.58	4,082.67	4,640.24	1,793.31
Returned Check Fees	170.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>	<b>149,795.14</b>	<b>146,185.49</b>	<b>129,504.83</b>	<b>87,068.47</b>
Water Revenue	0.00	0.00	0.00	12,187.42
<b>Total Income</b>	<b>150,120.93</b>	<b>147,280.59</b>	<b>129,432.35</b>	<b>99,260.73</b>
Cost of Goods Sold	0.00	0.00	12,529.77	0.00
Cost of Goods Sold	0.00	0.00	12,529.77	0.00
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>12,529.77</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>150,120.93</b>	<b>147,280.59</b>	<b>116,902.58</b>	<b>99,260.73</b>
Expense				
Accounting, Auditing, Legal	4,336.86	1,702.81	1,880.67	2,747.60
Accounting Fees	513.56	0.00	0.00	0.00
Bad Debts				

**LRGPWWA  
Profit & Loss  
October 2010 through February 2011**

	Oct 10	Nov 10	Dec 10	Jan 11
Bank Service Charges	12.90	89.99	418.66	177.82
Cash Short/Over	-47.01	16.00	26.77	-14.95
Dues and Subscriptions	72.65	750.00	0.00	383.74
Engineering Fees	3,011.76	0.00	3,226.88	143,157.36
Government Penalties & Interest	0.00	66.29	5.00	15.50
Interest Expense	0.00	0.00	0.00	130.25
Interest paid to NMED	0.00	331.31	1,185.24	0.00
Late Fees	0.00	0.00	39.00	177.29
Legal Fees	4,915.61	0.00	2,129.74	1,505.88
Legal Notices	0.00	572.40	-97.77	0.00
Licenses & Fees	0.00	275.92	0.00	0.00
Loan Interest	0.00	2,632.41	2,542.79	2,508.63
Meals	371.30	158.70	746.25	0.00
Permit Fees	121.00	39.00	99.00	92.80
Postage-Billing	128.00	332.00	733.60	523.04
Postage-Other	865.34	233.65	1,168.23	121.18
Proff Fees-Interpreter	95.63	0.00	0.00	529.96
Reconciliation Discrepancies	0.00	-12.22	0.00	0.00
Training	266.53	1,266.00	218.78	0.00
Travel				
Lodging Per Diem	1,734.42	67.00	1,036.32	210.33
Meals Per Diem	236.87	18.42	217.31	100.27
Travel - Other	1,449.12	85.64	124.57	42.83
Total Travel	3,420.41	171.06	1,378.20	353.43
Total Accounting, Auditing, Legal	18,084.54	8,625.32	15,701.04	152,409.53
Lab, Chemicals				
Chemicals	1,716.99	0.00	3,336.84	1,389.93
Laboratory Fees	482.80	0.00	39.68	456.83
Lab, Chemicals - Other	0.00	0.00	7.45	0.00
Total Lab, Chemicals	2,199.79	0.00	3,383.97	1,846.76
Salaries				
Accrued Leave	0.00	1,633.88	4,914.99	2,343.48
Administrative Labor	2,041.86	8,757.14	23,002.83	16,254.88

**LRGPWMA**  
**Profit & Loss**  
October 2010 through February 2011

	Oct 10	Nov 10	Dec 10	Jan 11
Clerical Labor	0.00	7,341.80	21,153.11	14,349.66
Merit	0.00	0.00	4,783.44	0.00
Mileage	0.00	0.00	0.00	61.60
Operations Labor	800.80	10,586.84	30,679.48	19,679.58
Salaries - Other	0.00	0.00	0.00	8,070.04
<b>Total Salaries</b>	<b>2,842.66</b>	<b>28,319.66</b>	<b>84,533.85</b>	<b>60,759.24</b>
<b>Supplies</b>				
Cell Phone	1,534.45	580.81	2,707.04	2,697.40
Computer Maintenance	2,553.18	1,022.71	2,298.39	2,594.13
Internet	85.21	140.75	155.20	0.00
Kitchen & Cleaning Supplies	261.89	51.83	343.20	147.32
Materials & Supplies	13,327.94	8,730.16	14,448.01	22,293.03
Office Supplies	282.08	689.34	2,137.45	2,035.52
Printing and Copying	36.58	797.11	254.58	1,572.16
Telephone	759.29	823.66	1,147.99	917.89
Tool, Furniture	0.00	776.47	0.00	0.00
Uniforms-Employee	0.00	0.00	0.00	1,271.40
Supplies - Other	487.83	477.03	631.41	128.85
<b>Total Supplies</b>	<b>19,328.45</b>	<b>14,089.87</b>	<b>24,123.27</b>	<b>33,657.70</b>
<b>Taxes, Liability, Insurance</b>				
Employee Benefits-401K Contrib	0.00	0.00	0.00	687.50
GRT	-4,473.15	-2,541.16	-6,428.47	14,891.41
Insurance-Dental	0.00	0.00	0.00	563.74
Insurance-General Liability	0.00	0.00	0.00	-3,923.00
Insurance-Health	3,468.37	6,823.21	11,847.27	13,224.15
Insurance-Life/Disability	2,314.26	816.90	0.00	0.00
Insurance-Vehicles	255.00	0.00	0.00	0.00
Insurance-Vision	0.00	0.00	0.00	0.00
Insurance - Liability, D and O	1,143.82	22,043.00	0.00	8,152.00
Payroll Taxes-Federal Unemploy	0.00	198.41	701.22	399.54
Payroll Taxes-Medicare	0.00	359.59	1,135.51	724.15
Payroll Taxes-Social Security	14.66	1,537.53	4,907.29	3,096.37
Payroll Taxes-State Unemployment	0.00	347.19	1,096.37	1,248.36
Payroll Taxes-Worker's Comp Fee	0.00	2,316.60	1,073.60	1,160.70

**LRGPWWA**  
**Profit & Loss**  
**October 2010 through February 2011**

	Oct 10	Nov 10	Dec 10	Jan 11
State Taxes	0.00	0.00	0.00	2.00
Water Conservation Fee	1,290.45	968.63	0.00	903.86
Total Taxes, Liability, Insurance	4,013.41	32,869.90	14,332.79	41,130.78
<b>Utilities</b>				
Automobile Repairs & Maint.	3,084.11	572.99	8,637.03	391.08
Electricity-Office	836.57	545.99	1,765.00	427.08
Electricity-Operations	7,703.05	2,218.13	25,294.14	10,808.74
Equipment Rental	0.00	0.00	151.88	0.00
Fuel	2,166.58	4,379.30	4,928.06	7,753.88
Garbage Service	17.00	141.30	141.30	159.30
Locates	0.00	0.00	447.46	0.00
Maint. & Repairs-Infrastructure	0.00	0.00	0.00	1,719.86
Maint. & Repairs-Office	1,720.40	0.00	0.00	0.00
Maintenance & Repairs-Other	0.00	922.52	408.74	307.49
Natural Gas	50.18	0.00	156.96	134.01
Security/Alarm	0.00	219.43	415.32	1,839.95
Vehicles-Truck	0.00	0.00	0.00	0.00
Wastewater	71.15	0.00	137.30	66.15
Total Utilities	15,649.04	8,999.66	42,483.19	23,607.54
Total Expense	62,117.89	92,904.41	184,558.11	313,411.55
Net Ordinary Income	88,003.04	54,376.18	-67,655.53	-214,150.82
Other Income/Expense				
Other Expense	0.00	54.72	0.00	672.26
Ask My Accountant	0.00	54.72	0.00	672.26
Total Other Expense	0.00	-54.72	0.00	-672.26
Net Other Income	0.00	-54.72	0.00	-672.26
Net Income	88,003.04	54,321.46	-67,655.53	-214,823.08

## Lower Rio Grande Public Water Works Authority

<b>Aged Accounts Receivable</b>
---------------------------------

As of 02/14/2011

Service	0-30 days	31-60 days	61-90 days	91-120 days	Over 120 days	Balance
<b>Grand Totals</b>						
WATER	2122.08	-175.82	37.56	74.99	1418.89	3517.50
WATER Penalty	511.64	0.00	5.40	4.54	-124.60	396.98
WATER MISC	291.14	45.00	-1.13	1585.61	1409.66	3330.28
WATER OTH TAX	0.00	0.00	0.00	0.00	-141.48	-141.48
WATER STA TAX	159.14	0.00	10.12	4.68	66.92	240.86
WATER-COMM	208.00	13.00	12.39	0.00	-5.93	227.46
WATER-COMM Penal.	31.47	0.00	0.00	0.00	0.00	31.47
WATER-COMM STA TAX	15.40	0.65	3.39	0.00	0.00	19.44
CON FEE	0.00	0.00	0.00	0.00	4.42	4.42
CON FEE STA TAX	0.00	0.00	0.00	0.00	0.26	0.26
<b>Totals</b>	<b>3338.81</b>	<b>-117.17</b>	<b>67.53</b>	<b>1669.87</b>	<b>2668.14</b>	<b>7627.19</b>

Number of Accounts in Each Column:	207	7	16	6	20
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Total Number of Outstanding Accounts:	224
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# System Totals Report

*Desert Sands*

LRG PWWA

<b>Water Pumped This Month</b>	<b>5,084,000 Gallons</b>
<b>Water Sold This Month</b>	<b>4,113,000 Gallons</b>
<b>Water Loss</b>	<b>971,000 Gallons</b>
<b>Water Loss (%)</b>	<b>19.10 %</b>

	Amount (\$)	# Of Accounts
Total Water	12,271.50	554
Total Late Charge	2,612.46	155
Total Adjustments	628.14	4
Total Sales Tax	614.68	554
<b>Total Current Charges</b>	<b>16,126.78</b>	<b>554</b>
<hr/>		
Amount Past Due 1-30 Days	6,076.46	159
Amount Past Due 31-60 Days	336.89	28
Amount Past Due Over 60 Days	14,151.04	27
Amount Of Overpayments/Prepayments	-2,162.86	98
<b>Total Receivables</b>	<b>34,528.31</b>	<b>621</b>

Total Receipts On Account	5,625.93	243
Net Change in Deposits	0.00	0
Amount of All Deposits	1,000.00	7
Amount of All Deposit 2	3,265.00	17
Turned Off Accounts (Amount Owed)	16,917.83	27
Collection Accounts (Amount Owed)	1,281.74	19
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	6,560	554
Average Water Charge For Active Meters	19.57	627

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		7	144,000	10.80	8.51
40,001-50,000		1	47,000	1.14	0.82
30,001-40,000		6	203,000	4.94	3.48
20,001-30,000		11	274,000	6.66	4.82
10,001-20,000		78	1,088,000	26.45	20.28
5,001-10,000		51	508,000	12.35	10.01
0,001-5,000		73	544,000	13.23	12.60
4,001-6,000		93	521,000	12.67	13.95
2,001-4,000		113	397,000	9.65	14.06
1-2,000		53	87,000	2.12	5.28
Zero Usage		148	0	0.00	5.54
<hr/>					
<b>Total Meters</b>		<b>627</b>	<b>4,113,000</b>	<b>100.00</b>	<b>100.00</b>

LOWER RIO GRANDE - LA MESA

Aged Receivables Report

1/18/2011  
Page 12

Book# 1

Grand Total for All Books	Current Balance	30----59	60----89	---90+	Total Balance
WATER	\$2,514.26	\$975.35	\$48.82	\$8,673.85	\$11,407.11
TAX	\$238.54	\$116.16	\$54.35	\$591.24	\$892.97
MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GROSS RECEIPT TAX	\$24.45	\$7.29	\$3.96	\$2.85	\$38.55
Other	\$1,611.70	\$1,834.43	\$20.00	\$133.54	\$3,703.49
Penalties	\$1,001.50	\$1,190.06	\$1,099.91	\$7,030.93	\$10,297.23
	<b>\$5,390.25</b>	<b>\$4,123.29</b>	<b>\$1,227.07</b>	<b>\$16,432.41</b>	<b>\$26,339.35</b>

Mesquite Water

**Aged Accounts Receivable**

As of 01/31/2011

Service	0-30 days	31-60 days	61-90 days	91-120 days	Over 120 days	Balance
<b>Grand Totals</b>						
WATER	3722.83	-152.99	554.75	652.26	3135.48	7933.03
WATER Penalty	3116.34	1349.58	1438.49	1770.80	5765.55	12890.71
WATER MISC	719.17	98.18	50.00	105.00	200.33	1172.68
WATER COUN TAX	232.14	0.00	33.32	-11.26	186.55	601.27
SEWER	1113.78	0.00	57.98	48.93	185.03	1405.72
SEWER Penalty	218.42	58.07	36.64	37.53	37.02	357.68
SEWER COUN TAX	60.88	0.00	3.52	2.43	9.74	76.07
CONTRACT	0.00	0.00	0.00	266.65	852.83	1119.48
<b>Totals</b>	<b>9793.56</b>	<b>1852.79</b>	<b>2164.70</b>	<b>2378.86</b>	<b>9871.71</b>	<b>25556.62</b>
<b>Number of Accounts in Each Column:</b>	411	64	64	51	70	
<b>Total Number of Outstanding Accounts:</b>	<b>435</b>					



**SHORT COURSE**

Ramada Palms Hotel and Conference Center  
April 29, 2011

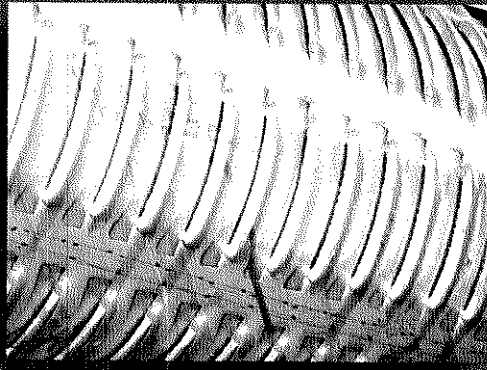
# The Art of Water Supply

**Demystifying the acquisition and development of groundwater**

- An introduction to the science, engineering, and other components involved in identifying and securing your future water supply.
- Designed for managers and operators from municipalities, water districts, and public utilities in New Mexico.

*This course offers an opportunity for water planners and managers to gain valuable insight into the process of identifying, developing, and securing water supply for the future.*

- Does your water supply project need to be so complicated?
- Do you need a new well, or can you get more from your existing wells?
- Do you have water rights and need to know how to develop a water supply?
- Do you understand your permit requirements and limitations?



## Course Synopsis:

Learn how to develop and optimize your water supply. Topics include groundwater acquisition, well field development, engineering, federal and state permitting, and funding opportunities. These interactive workshops will be presented by water supply experts.

**Enroll Now**  
space is limited

**8 training credit hours available  
for water system operators**

**April 29, 2011**

**Ramada Palms Hotel and Conference Center  
Las Cruces, New Mexico**

*Early registration deadline: April 15, 2011*

**Fee:** \$125 (early registration discount)  
\$175 (after registration deadline)

[Click here for Registration Form](#)

[Click here for Course Schedule](#)

[Click here for Hotel Information](#)

## *An Invitation*

Join us the evening before the class for a casual mixer to meet the instructors and participants.



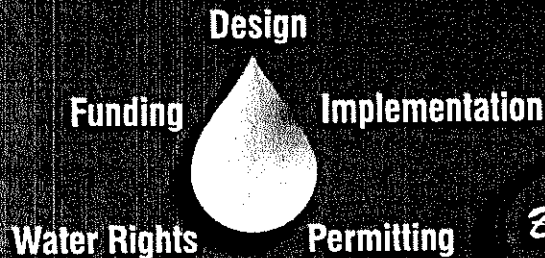
**Daniel B. Stephens  
& Associates, Inc.**



**PARKHILLSMITH&COOPER**

# The Art of Water Supply

## Course Topics



*The Good, the Bad, and the Ugly*  
Case Studies on All Topics



Pump testing at a water supply well field

### Water Rights

- Management of Water Rights in New Mexico
- Developing long-term water resources plans
- Acquiring Water Rights

### Project Permitting

- NM OSE Requirements
- NMED Requirements
- 404 Permitting

### Federal & State Funding

- NM Unified Funding Application
- EPA Revolving Loans
- State Supplemental
- Rural Assistance

### Design

- Well Efficiency
- Data Collection
- Well Rehabilitation
- Evaluating the Need for New Supply
- Well Site Selection
- Designing an Efficient Well
- Selecting a Drilling Contractor
- Importance of Project Oversight
- Sustainability

### Implementation

- Infrastructure Design and Tie-ins
- Storage, Well Capacity, and Demand Considerations
- Treatment for Distribution or Aquifer Storage
- Automated Systems

## Presented by

**Daniel B. Stephens & Associates, Inc.**  
Albuquerque, New Mexico  
Lubbock and Austin, Texas

Daniel B. Stephens & Associates, Inc. (DBS&A) has provided water resources and environmental consulting services for over 25 years, offering comprehensive services in groundwater and surface water hydrology and soil science. Particular areas of expertise include hydrogeologic investigations, water resources planning and development, water rights, studies of contaminant transport in soil and groundwater, numerical modeling, and remediation of soil and groundwater.

**John Shomaker & Associates, Inc.**  
Albuquerque, New Mexico

John Shomaker & Associates, Inc. (JSAI) has been providing professional services in water resources development, environmental assessment, and reclamation for over 37 years. JSAI provides expertise in local and regional water planning, drilling technology and field supervision of drilling projects, groundwater sampling and data collection, groundwater flow modeling, environmental geochemistry, water quality modeling, groundwater and soil remediation, and regulatory compliance.

**Parkhill, Smith and Cooper, Inc.**  
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Parkhill, Smith & Cooper, Inc. (PSC) is a full service design firm providing civil engineering and architectural design supported with in-house mechanical, electrical, and structural engineering. PSC primarily works in the public sector or with public entities, such as municipal infrastructure. The firm began in Lubbock, Texas in 1945, and has been engaged in a continuous professional practice in Texas for 63 years.



**Daniel B. Stephens  
& Associates, Inc.**



**PARKHILLSMITH&**

# The Art of Water Supply

Las Cruces, New Mexico  
April 29, 2011

7:45	<i>Registration</i>	
8:00	Introduction	What to do before your well runs dry ---overview of course topics
8:10	Water Rights/Planning Dominique Cartron, J.D., DBS&A	<ul style="list-style-type: none"> <li>▪ Water rights administration in New Mexico</li> <li>▪ Developing a long-term water resources plan (40-year plan)</li> <li>▪ Acquiring water rights</li> </ul>
9:00	Project Permitting & Review Erek Fuchs, NM OSE JR Hennessey, NM OSE Richard Rose, PhD, P.E., NMFA	<ul style="list-style-type: none"> <li>▪ New Mexico Office of the State Engineer</li> <li>▪ New Mexico Environment Department-Construction Program Bureau</li> <li>▪ New Mexico Environment Department-Drinking Water Bureau</li> </ul>
9:50	<i>Coffee Break</i>	
10:05	Funding for Water Projects Richard Rose, PhD, P.E., NMFA	<ul style="list-style-type: none"> <li>▪ Unified Funding Application: New Mexico Finance Authority and Water Trust Board</li> <li>▪ U.S. Environmental Protection Agency (EPA) revolving loans</li> <li>▪ USDA Rural assistance</li> </ul>
10:30	Design, Part I Steve Finch, P.G., CPG, JSAI Roger Peery, P.G., CPG, JSAI	<ul style="list-style-type: none"> <li>▪ Data collection requirements for evaluating water supply wells</li> <li>▪ Easy methods for assessing performance of water supply wells</li> <li>▪ Well rehabilitation options – pros and cons</li> <li>▪ Determining when to replace or add water supply wells</li> <li>▪ Considerations for well site selection</li> <li>▪ Introduction to water well design and drilling specifications</li> <li>▪ How to select a drilling contractor best suited for your water well project</li> </ul>
12:00	<i>Catered Lunch and Networking</i>	
1:00	Design Part II Chris Wolf, P.G., DBS&A	<ul style="list-style-type: none"> <li>▪ Water quality issues in New Mexico</li> <li>▪ Treatment or selective well completion</li> <li>▪ Drilling and zone sampling (packers, test wells)</li> </ul>
1:30	Design, Part III Bob Gray, P.G. DBS&A	<ul style="list-style-type: none"> <li>▪ Well field design, modeling and optimization</li> </ul>
2:15	<i>Break &amp; Refreshments</i>	
2:30	Implementation, Part I Scott Honeyfield, P.E., PSC John Kelley, P.E., PSC Matt Dyer, P.E. PSC	<ul style="list-style-type: none"> <li>▪ Construction of large municipal water wells</li> <li>▪ Well head improvements</li> <li>▪ Selection of pumping units</li> <li>▪ Pitfalls to avoid</li> </ul>
3:30	Implementation, Part II Scott Honeyfield, P.E., PSC John Kelley, P.E., PSC	<ul style="list-style-type: none"> <li>▪ Collection and transmission piping</li> <li>▪ Need for intermediate storage and pumping facilities</li> <li>▪ Operational considerations</li> </ul>
4:00	Alternate Source Water Development and Aquifer Management Bob Marley, DBS&A Roger Peery, P.G., CPG, JSAI	<ul style="list-style-type: none"> <li>▪ Aquifer storage and recovery (ASR)</li> <li>▪ Reuse of reclaimed wastewater</li> <li>▪ Deep wells: Brackish water development</li> <li>▪ Deep wells: Brine disposal/injection</li> </ul>
4:45	Interactive Questions & Answers/Closing Remarks Chris Wolf, P.G., DBS&A	

**Presenter affiliations:**

DBS&A = Daniel B. Stephens & Associates, Inc.  
JSAI = John Shomaker & Associates, Inc.  
NMFA = New Mexico Finance Authority

NM OSE = New Mexico Office of the State Engineer  
PSC = Parkhill Smith & Cooper

# The Art of Water Supply

*Demystifying the acquisition and development of groundwater*

- Yes! Please register me for the **April 29 session in Las Cruces, New Mexico**. Register by April 15, 2011 for the discounted rate of \$125. Registrations received after April 15 will be \$175. (There will be an informal mixer the evening of April 28)

Please provide the following information for each registrant:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Email: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Please complete this form and return with a check **payable to Daniel B. Stephens & Associates, Inc.** and mail to: Ellen Devine  
Daniel B. Stephens & Associates, Inc.  
6020 Academy Rd. NE, Suite 100  
Albuquerque, NM 87109

For credit card payments, please complete the following information and mail with form to the address above or fax to (505) 858-1712.

Please charge \_\_\_\_\_ to my  Visa  MasterCard  
Amount

Name on card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Street

City

State

Zip

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Security code: \_\_\_\_\_

Signature: \_\_\_\_\_

*Your registration will be confirmed upon receipt and is based on space availability. Please contact Ellen Devine at (505) 822-9400 or edevine@dbstephens.com with any questions.*

**SHORT COURSE**  
Ramada Palms Hotel and Conference Center  
April 29, 2011

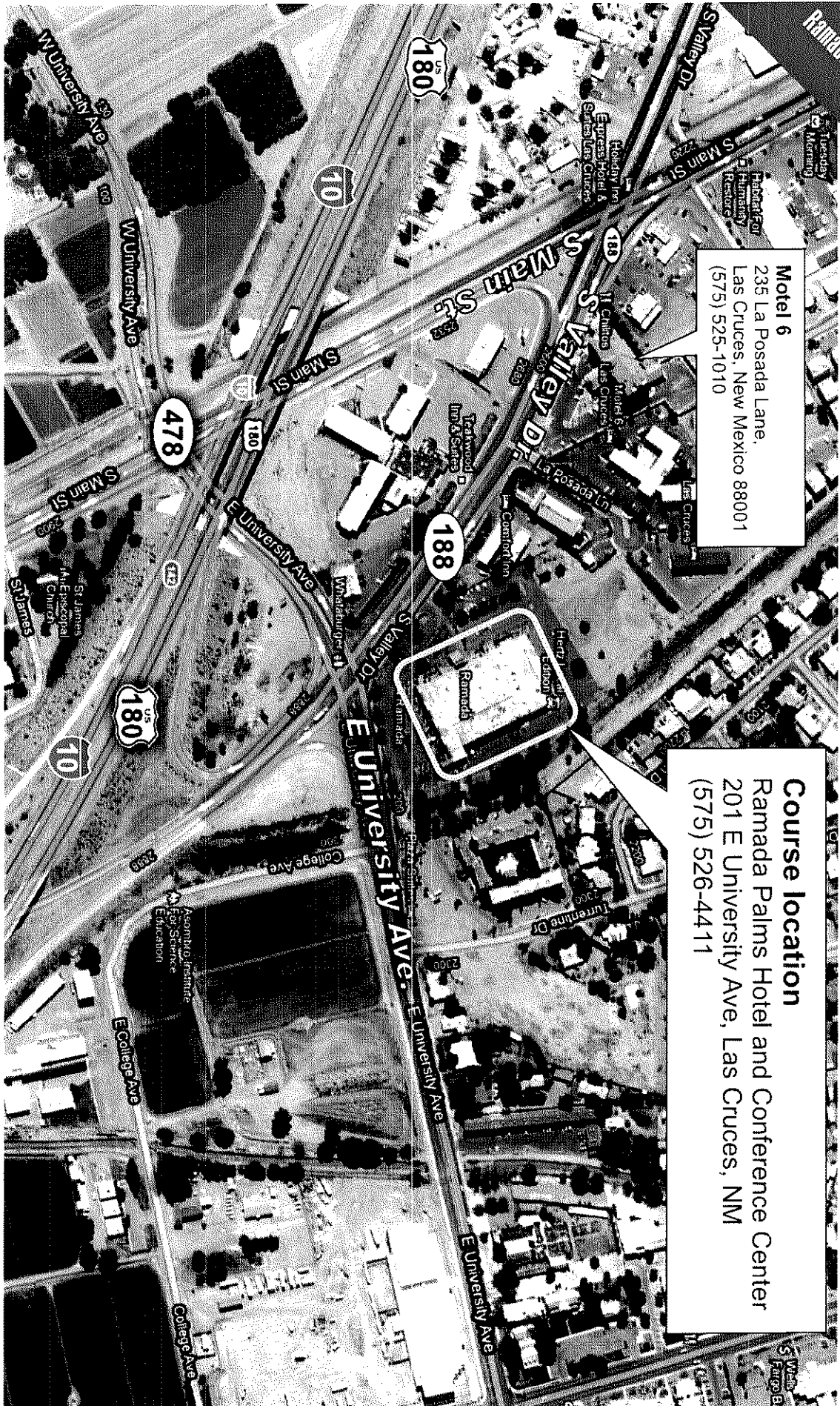
# The Art of Water Supply

Demystifying the acquisition and development of groundwater

Las Cruces, New Mexico

**Motel 6**  
235 La Posada Lane,  
Las Cruces, New Mexico 88001  
(575) 525-1010

**Course location**  
Ramada Palms Hotel and Conference Center  
201 E University Ave, Las Cruces, NM  
(575) 526-4411



## Conference Hotels Las Cruces, New Mexico

Ramada Palms  
201 East University Avenue  
Las Cruces, New Mexico 88005  
(575) 526-4411

To receive discounted rates of \$79-89/night:

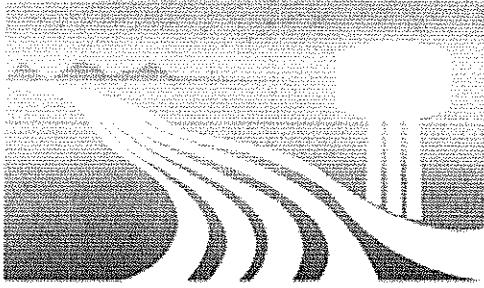
- Book by **April 15, 2011**
- Ask for the "Art of Water" group rate

[Click here for a map to the hotel](#)

Motel 6  
235 La Posada Lane,  
Las Cruces, New Mexico 88001  
(575) 525-1010

To receive a discounted rate of \$45/night

- Book by April 15, 2011
- Ask for the "Art of Water" group rate



# LOWER RIO GRANDE

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## Public Water Works Authority

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325 Holguin Road

Vado, New Mexico 88072

(575) 571-3628

### **2011-02 Policy Regarding Use of Authority-Issued Credit Cards**

The Authority will issue credit cards to certain employees/board members for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of Authority-issued credit cards is a privilege, which the Authority may withdraw in the event of serious or repeated abuse.

The board is responsible for granting credit card privileges to its members as necessary to carry out board duties. The General Manager is responsible for granting credit card privileges to staff and revoking the credit card privileges of any staff or board member who fails to comply with this policy.

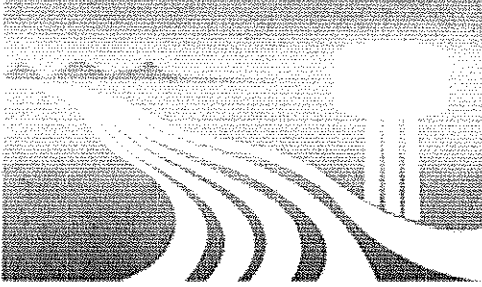
Any credit card the Authority issues to an employee/board member must be used for business purposes only, in conjunction with their job duties and documented by receipts for each purchase. Receipts shall be promptly turned in to the General Manager or his/her designee. Repeated failure to provide receipts for purchases shall result in suspension or revocation of credit card privileges.

Employees/board members with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees/board members must pay for personal purchases with their own funds or personal credit cards. The Authority will not regard expenses for one's own business-related use, such as lodging and meals while on authority-approved business trips, as personal purchases, so long as such expenses are consistent with the Authority's travel and expense reimbursement policy.

If any board member uses a credit card for personal purchases in violation of this policy, that person's credit card privileges shall be immediately suspended and may not be reinstated except by board action after the cost of such purchase(s) is repaid to the Authority.

If any employee uses a credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with an Authority credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.



# LOWER RIO GRANDE

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## Public Water Works Authority

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

### 2011-02 Policy Regarding Use of Authority-Issued Credit Cards

#### Agreement for Wage Deductions Associated with Improper Use of Authority-Issued Credit Cards

I, \_\_\_\_\_, hereby certify that I understand and agree to abide by the Authority's policy regarding use of Authority-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Authority may deduct that amount from my next paycheck(s).

\_\_\_\_\_  
Signature of Employee      Date

\_\_\_\_\_  
Employees Name-Printed

\_\_\_\_\_  
Authority Representative      Date



March 17, 2011

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

**RE: Letter for request of approval for O & M Contract between the La Union  
MDS&WA and the Lower Rio Grande Public Water Works Authority**

Dear Ms. Alarcon:

The Board of Directors for the La Union MDS&WA and the Lower Rio Grande Public Water Works Authority (Authority) would like to request Rural Development's approval for an Operation and Maintenance (O & M) contract between the Association and the Authority.

Both Boards have met and approved the contract and the Authority is requesting approval from your agency as per your regulations for entities indebted to the United State Government through Rural Development.

Regards,

---

Jose Villalobos, President  
La Union MDS&WA

---

Roberto M. Nieto, Chairman  
Lower Rio Grande PWWA

**INTERAGENCY AGREEMENT FOR OPERATION AND MAINTENANCE**

**OF WATER SYSTEM FOR THE**

**La Union  
Mutual Domestic Sewer and Water Association**

**BY**

**Lower Rio Grande Public Water Works Authority**

This Agreement made and entered into this 16<sup>th</sup> day of March, 2011, by and between the Board of Directors of the **La Union Mutual Domestic Sewer and Water 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 agreements 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 \$835.00 per month for all routine operation and maintenance services outlined in 4.a.i. through 4.a.xiii. and 4.b.vi.
  - b. The Owner shall pay \$25.00 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 \$50.00. 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.
  - 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 La Union Mutual Domestic Sewer and Water 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. Ensure compliance with Arsenic Rule;
      - vii. Operation of Treatment Facilities;
      - viii. Prepare annual Consumer Confidence Reports;

- ix. Prepare and submit chlorine residuals report to NMED;
  - x. Prepare and submit chlorine residuals report to NMED as part of compliance with Chlorine Byproducts Rule of EPA if such rule is ever implemented;
  - xi. Line Location and marking in compliance with New Mexico Excavation Law.
  - xii. Read meters on or about the 28<sup>th</sup> of each month, but no later than the 29<sup>th</sup> of the month;
  - xiii. Association Management to maintain compliance with State and Federal drinking water regulations along with all other applicable state and federal statutes and regulations
- 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
  - 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,

Drawdown;

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 meeting 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 new customer service taps will be the responsibility of the Owner.
- installing

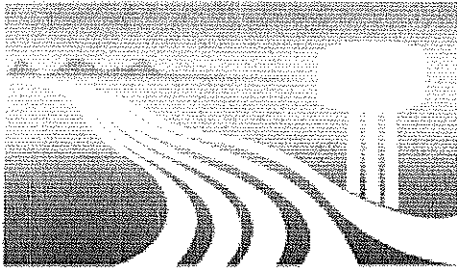
6. This contract is subject to approval of the servicing USDA/RD office.
7. The terms of this contract shall be for a one (1) year period and may be extended for up to three (3) year period by written agreement by both parties to the contract for each extension period. Either party may terminate this 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 Contract 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 **La Union Mutual Domestic Sewer and Water Association and the Lower Rio Grande Public Water Works Authority.**

La Union MDS&WA  
Signed By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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



# LOWER RIO GRANDE

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## Public Water Works Authority

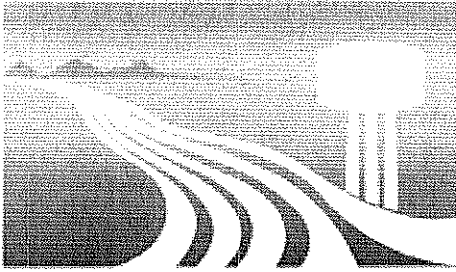
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325 Holguin Road Vado, New Mexico 88072 (575) 571-3628

### MANAGEMENT AND O&M INTERAGENCY AGREEMENT

**Services (routine) at \$835.00 per month:** (\$675.00 based on \$15.00 per hour, 1.5 hour per day, \$15.00 x 45 hours = \$675.00 for daily O & M; 4 hours per month @ \$ 15.00 = \$ 60.00 for reporting, attending board meeting and other routine services. \$ 100.00 for management services.

- 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
- Ensure compliance with Arsenic Rule
- Operation of Treatment Facilities
- Prepare annual Consumer Confidence Report
- Prepare and submit chlorine residuals report to NMED (Chlorine By Products Rule)
- Prepare and submit chlorine residuals report to NMED as part of compliance in with Chlorine By Products Rule (Near Future requirement by USEPA)
- Line Location and marking in compliance with New Mexico Excavation Law
- Read meters on or about the 28<sup>th</sup> of each month, but no later than the 29<sup>th</sup> 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



# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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**Mileage at \$0.55 per mile. Estimated at 10 miles or \$5.50 per day or \$165.00 per month (30 days)**

**Services provided at \$25.00 per hour:**

- Any and all other required and/or requested operation and maintenance services to not outlined as routine including emergency responses in which no equipment (backhoe, trencher) is required.

**Services provided at \$50.00 per hour (rental expense if equipment is rented):**

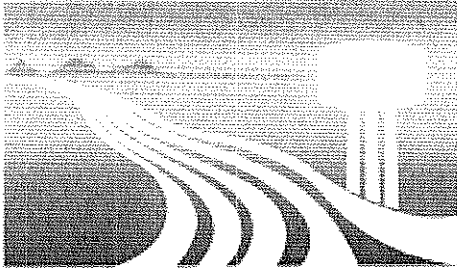
- Any and all other required operation and maintenance services not outlined as routine including emergency responses in which equipment (backhoe, trencher) is required.

La Union MDS&WA 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





# **LOWER RIO GRANDE**

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## **Public Water Works Authority**

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- 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
  - 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 La Union MDS&WA or if requested or needed by NMED to maintain compliance with state and federal drinking water regulations.

Draft

Letter from suppliers and contractors on section 502 and self help housing

Dear Representative /Senator:

We write to express our concern about the Agriculture Department's rural housing budget for Fiscal Year 2012. As we understand it, the budget proposes a cut for section 502 direct loans from \$1.12 billion to \$200 million and elimination of the Mutual and Self-Help Housing program. These programs have been the bedrock of the long time effort to improve housing conditions in rural America. Without these programs, USDA will be out of the business of providing affordable housing for low income families and improving housing conditions in smaller, poorer rural communities.

As suppliers and contractors, working with the section 502 program has been important to our businesses. In the small towns in which we work, the mortgage capital provided by USDA is important to the local economy. We know that every 502 loan will create business and that will create jobs. Most rural communities have been hard hit by the recession and the 502 direct loan program has been important to keeping our business going.

We urge you to carefully examine this budget. It's difficult to believe with the billions of dollars in the USDA budget that Congress could not find the money for continuing these important programs