

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

MINUTES - SPECIAL BOARD OF DIRECTORS MEETING

9:00 a.m. Tuesday, August 23, 2011 at the Vado Office, 325 Holguin Road

Agendas are final 24 hours prior to the meeting and may be obtained at any LRGPWVA Office – call 575-233-3947 for information

- I. **Sign in, establish quorum, call meeting to order:** Directors present were Blanca Martinez, Santos Ruiz, and Mr. Nieto. Directors absent were Rosaura Pargas and John Holguin. Staff members present were General Manager Martin Lopez and Projects Manager Karen Nichols. With a quorum established, Chairman Roberto Nieto called the meeting to order at 9:00 a.m.
- II. **Approval of agenda:** Mr. Ruiz made a motion to approve the Agenda with the title changed to Special Meeting. Ms. Martinez seconded, and it carried on a vote of 3-0.
- III. **Approval of Minutes of 8/17/11:** Mr. Ruiz made a motion to approve the minutes with the addition to V.A “and the Interconnect-Looping Project in the first paragraph on page 2 after “Berino/Del Cerro water system improvements”. Ms. Martinez seconded, and it carried on a vote of 3-0.
- IV. **Adjourn:** Mr. Ruiz made a motion to adjourn the meeting, Ms. Martinez seconded, and it carried on a vote of 3-0. Mr. Nieto declared the meeting adjourned at 9:02 a.m.

Date Minutes approved:

Directors Present:

Chairman Roberto M. Nieto

ABSENT
Vice- Chairman John Holguin

Secretary Santos Ruiz

ABSENT
Director Rosaura Pargas

Director Blanca Martinez

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

MEETING NOTICE & AGENDA - REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Tuesday, August 23, 2011 at the Vado Office, 325 Holguin Road

Agendas are final 24 hours prior to the meeting and may be obtained at any LRGPWWA Office – call 575-233-3947 for information

- I. Sign in, establish quorum, call meeting to order
- II. Approval of agenda
- III. Approval of Minutes of 8/17/11
- IV. 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 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 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 LRGPWWA si un resumen o otro tipo de forma accesible es necesario.

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
MEETING NOTICE & AGENDA - SPECIAL BOARD OF DIRECTORS MEETING
9:00 a.m. Tuesday, August 23, 2011 at the Vado Office, 325 Holguin Road

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- I. Sign in, establish quorum, call meeting to order
- II. Approval of agenda
- III. Approval of Minutes of 8/17/11
- IV. Adjourn

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LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
MINUTES - REGULAR BOARD OF DIRECTORS MEETING
9:00 a.m. Wednesday, August 17, 2011 at the Vado Office, 325 Holguin Road
{Note: Minutes are a DRAFT until they are approved & signed by the Board}

- I. **Sign in, establish quorum, call meeting to order:** Sign in sheet and agenda are attached. Board members present were Chairman Robert "Marty" Nieto, Vice-Chairman John Holguin, Director Blanca Martinez and Secretary Santos Ruiz came in late during item V. A. Director Rosaura Pargas was absent. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols, Payroll Specialist Connie Garcilazo. Also present were Hector Vasquez, Erick Chavez and Guillermo Orquiz representing Vencor Engineering; Mr. Billy Garret, Dona Ana County Commissioner-District I; Jose Terronez of Molzen Corbin Associates, Mary Berry and Joe Garcia from Butterfield Park MDWCA; and La Mesa area customers Matt Dyer, Johnny Garcia and, Bruce Galloway, Madeline Bradshaw . With quorum established, Mr. Nieto called the meeting to order at 9:04 a.m. {35}
- II. **Approval of agenda:** Mr. Holguin made a motion and Ms. Martinez seconded to approve the agenda with the following changes; move item VII after VIII C. and postpone item III until Mr. Ruiz arrives. Motion carried on a vote of 3-0. {1:34}
- III. **Approval of Minutes:** Mr. Holguin made a motion and Mr. Ruiz seconded to approve of Minutes of 7/14/11 and 7/20/11. Motion carried on a vote of 4-0. {2:09:30}
- IV. **Guest Presentations:** Ms. Tiffany Bloom of South Central Council of Governments reviewed the Draft LRGPWWA Infrastructure Capital Improvements Plan 2013-2017 (attached) for Board & public input and explained each project. The plan will be on the September agenda for adoption by resolution.

The La Mesa area customers presented a map showing customers in need of community water and a list of the property owners. Mr. Lopez explained that this is a long term project and it is part of the Lower Rio Grande Public Water Works projects for future funding due to the expense involved in extending service to this area. {28:51}

- V. **Public Input:**
 - A. **Public hearing re: Funding Application to USDA-Rural Development for Authority – La Mesa Water Project (re-application), Interconnect/Looping Project, Berino/Del Cerro Project:**

Mr. Terronez of Molzen Corbin Associates made a presentation (attached) on the La Mesa Water System Improvements and answered questions from the Board and the public. The Authority needs to submit an updated Letter Of Conditions notebook by 9/14/11 for review by USDA RD. The LOC had been completed by La Mesa MDWCA, but after reviewing it, USDA-RD required that it be resubmitted with all the documents in the name of the Authority. When the review is complete, they will issue closing instructions and we can begin construction. {45:01}

A presentation (attached) was made by Mr. Vasquez informing the Board and the public of the about the Berino/Del Cerro water system improvements, and he also answered questions from the Board and the public about the project. {1:18:00}

and the Interconnect/looping project

B. General 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. Garret Dona Ana County Commissioner District asked for community members to get involved in current and future regional and county planning efforts and stated that he supported Lower Rio Grande PWWA. {1:31:15}

VI. General Manager's Reports:

A. Management Report: The General Manager's written report was in the board packet (attached) and Mr. Martin Lopez reviewed with the Board. {1:40:00}

B. Finance Report: Ms. Jackson's written report was in the board packet (attached) and she discussed it with the board, Ms. Jackson stated that Ms. Benita Evaro was promoted to Accounts Payable Specialist. {1:46:00}

C. Projects Report: Ms. Karen Nichols reviewed written report (attached) with the Board. {1:57:00}

D. Operations Report: Mr. Mike Lopez, Operations Manager handed out written report (attached) and reviewed it with the board. {2:01:50 – move to item VIII)

VII. Unfinished Business:

A. Closed Session: {2:12:30 recording paused}

1. Mr. Holguin made a motion to convene in closed session pursuant to NMSA 1978 Section 10-15-1 (H)(2) for discussion regarding evaluation of the General Manager and Section 10-15-1(H)(8) for discussion of the acquisition or disposal of real property or water rights. Mr. Nieto took a roll call for vote, Mr. Holguin voted yes, Mr. Ruiz voted yes, Ms. Martinez voted yes and Mr. Nieto voted yes. On a vote of 4-0, motion carried.

2. Mr. Holguin made a motion and Mr. Ruiz seconded to resume the open meeting at 11:26 a.m., and it carried on a vote of 4-0. Mr. Nieto stated that the matters discussed in the closed meeting were limited to those stated in the motion to close. {2:13:36}

B. GM Evaluation: Based on the Board's evaluation of the General Manager, Mr. Holguin made a motion and Mr. Ruiz seconded to give Mr. Martin Lopez the pay increase of \$5,000 per year retroactive as of beginning of fiscal year July 01, 2011. Motion carried on a vote of 4-0. {2:16:20 – move to item IX}

VIII. New Business:

A. Resolution 2012-1 & 2012-2: Mr. Holguin made a motion and Mr. Ruiz seconded to approve RIP Loan Application Resolution Number 2012-1 Authorizing application for \$2

million loan for Water System Interconnect & Looping Project. On a vote of 4-0 motion carried for two resolutions on item VIII. A & B. {2:05:00}

B. Resolution 2012-3: Mr. Holguin made a motion and Mr. Ruiz seconded to approve NMFA Loan Application Resolution Number 2012-2 Authorizing application for loan to meet WTB match requirement for Berino/Mesquite-Del Cerro Water Project. After some discussion an amended motion was made by Mr. Holguin and seconded by Mr. Ruiz to approve the applications on items A & B with the following changes item 2012-1 and 2012-2 are item A-RIP Loan and 2012-3 is item B- Finance Authority. Motion carried on a vote of 4-0. {2:07:00}

C. USDA RD Procession Documents for Adoption: Mr. Holguin made a motion to Adopt all USDA-RD documents for La Mesa Well Project & Berino & Mesquite-Del Cerro Water Projects including AD-1047, AD10-48, AD-1049, RD1910-11, RD instruction 1940-Q exhibit A1, Standard Form LLL, RUS Bulletin 1780-22, RUS Bulletin 1780-28 "Loan Resolution Security Agreement", Form RD 1942-8, RUS Bulletin 1780-12, RD 400-1, RD 400-4, RD 410-9, RD Forms 442-4, 442-5, 442-6, Form RD 1940-1. Mr. Ruiz seconded motion and it carried on a vote of 4-0. {2:10:00 - move to item VII}

IX. Other discussion and agenda items for next meeting on 9/21/11 at 9:00 a.m. The next Board meeting will be 9/21/11 at 9:00 a.m. The following items were discussed for next meeting; Mr. Lopez stated that the attorney finished revising the Brazito/Authority Sewer agreement and the draft policy for providing service outside of our service area might be presented at the September Board meeting. Ms. Nichols stated that RFP authorizations for the Surface Water Treatment Plant Project and for general engineering services for small projects might be on the next agenda, and also the Source Water Protection Plan if New Mexico Rural Water Association completes it on schedule. Mr. Lopez stated that if no corrections are needed ICIP resolution will be ready for the September meeting. Mr. Nieto asked about policies for employee accidents and Mr. Lopez stated that is part of the personnel policies and staff is working on this.

Mr. Lopez informed the board of the Infrastructure conference 10/25/11 and asked the Directors to contact Ms. Jackson if they would like to attend. {2:30:26}

X. Adjourn: There was no further business, Mr. Holguin made a motion to adjourn the meeting, Mr. Ruiz seconded and it carried on a vote of 4-0. Mr. Nieto declared the meeting adjourned at 11:44 a.m.

Date Minutes approved:

Directors Present:

Chairman Roberto M. Nieto

Vice- Chairman John Holguin

Secretary Santos Ruiz

ABSENT
Director Rosaura Pargas

Director Blanca Martinez