



Lower Rio Grande Public Water Works Authority

Sign In Sheet

Page 1 of 1

Date: 11-14-18

Time: 9:30

Places: Vado Office

Event: Regular Board Mtg

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	MARTIN Lopez LRG PWWA	575-571-3625	martin.lopez@lrgauthority.org
P Charles	Patricia Charles LRG PWWA	575-233-5742	patty.charles@lrgauthority.org
	JOSE REVADO LRG	575 618 0182	
Mike Muller	MICHAEL MULLER LRG PWWA	970-902-7852	
Espy Holguin	ESPY HOLGUIN	575 644-9543	Espy@lrg.com
JOHN SCHRODER	JOHN SCHRODER LRG PWWA	575-233-5742	john.schroder@lrgauthority.org
	Karen Nizols LRG PWWA	915 203 2057	Karen.nizols@lrgauthority.org
	Kathi Jackson LRG PWWA Finance Director	(575) 640-4330	Kathi.jackson@lrgauthority.org
	mike Lopez	(575) 635-7921	

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes — REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 14, 2018 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 or at www.LRGauthority.org/noticesavisos.html. Call 575-233-5742 or email board@LRGauthority.org for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mr. Mike McMullen called the meeting to order at 9:32 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Jose Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District # 5 was present via telephone, Mr. Mike McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was absent. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson, Accounting Assistant John Schroder, Projects Specialist Patricia Charles and Operations Manager Mike Lopez.
- II. **Pledge of Allegiance:** Mr. McMullen led he pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. may be postponed):** Mrs. Holguin made the motion to approve the November 14, 2018 agenda with VIIIA postponed. Mr. Evaro seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes – Motion to approve the minutes of the October 17, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the minutes for October 17, 2018. Mr. Evaro seconded the motion, the motion passed with all in favor.
- V. **Presentations:** none
- VI. **Public Input:** none
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Five staff members and one board member (Esperanza Holguin) attended the NM Infrastructure Conference in Albuquerque on October 23rd to 26th, 2018. He said content is a little bit different every year, because every year it is sponsored by a different organization. It was over all informative. Ms. Nichols and Mr. Lopez gave a presentation at the Water Trust Board on November 1, 2018 in Santa Fe regarding the Extension project for Brazito and Mesquite. Ms. Nichols thanked Mrs. Holguin for participating in the collection of letters of support for that project. He attended NM Finance Authority Oversight Committee meeting on November 8, 2018 in Santa Teresa for Updates on the Border Authority and Colonia's Infrastructure. Renewed insurance policy on November 2, 2018 cost stayed about the same. We will be working on employee Health insurance next, it renews January 2019. Mr. Lopez informed the board that he will be starting Jury Duty in January 2019. He will be out of the office next week but can be contacted via phone.

- B. Operations:** Mr. Lopez provided a written report and stood for questions. He said the water usage was down from 41 million gallons to 36.7 million gallons for October. Mrs. Holguin asked Mr. Lopez if Zia Gas provided gas to the home owners in the Talavera Subdivision. He said no, most have propane tanks. The City of Las Cruces is installing stub outs for a new four-inch, high pressure gas line. It will not be ready for us for another couple of years.
- C. Finance:** Ms. Jackson provided a written report and stood for questions. Brought in \$370,000 for the month and have spent a little under \$200,000. Additional expenses are two Gas Chlorine systems for Brazito and Well 6 in Mesquite for about \$50,000.00, generator maintenance, website upgrade, trucks are on order, fencing for High Valley was about 20,000.00. As of October 31,2018, we have \$994,000 in bank. Mr. Lopez said we paid for the PER and Environmental Docs up front but will be reimbursed for it at a later date. Ms. Jackson said Mr. Schroder will be attending his first Budget Conference. Mr. Mike Lopez said the cost of the two chlorine systems will end up saving us money going forward. Mr. Evaro said he was asked by customers why the La Mesa office has been closed. They don't have vehicles so have to walk to the La Mesa Office. Mr. Lopez said they could leave their payments in the drop box, when Ms. Meza is not in the office, he checks the drop box regularly. Mr. Lopez said we only have two full time billing clerks that are bonded for handling money. Ms. Meza, Mrs. Carrillo and Mrs. Berry are part-time clerks. Ms. Jackson said she tries to have someone at the La Mesa office when Ms. Meza in out. But she said the La Mesa office does not have a lot of traffic and payments could be left in the drop box.
- D. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project #1 comments have been received which include exceptions that need to be removed from the title policy. Once that is done, we can close the project and get about \$500,000 back in reimbursements. Central Office Building closing was final 10/26/18, NTP issued to Wilson & con., she will be having a meeting with them real soon. Valle Del Rio Water System Project is pending a final change order to replace the boosters. Planning Documents for East Mesa Water System Improvements Project, the funding for the PER and the EID will be coming in soon. The PER cost about \$58,000 but will get \$50,000. The EID comments were received and were minor and are being addressed. Mr. Magallanez asked when the survey services would be needed for the properties in Vado. Ms. Nichols told him she would like to initiate a meeting with the Architect first. Mr. Lopez said the Attorney is still working with the State Engineer on the water rights for the 30 acres. Mr. Lopez estimated survey work could start possible after the first of the year.

VIII. Unfinished Business

- A. Appointment of Director for District 2 – this item may be postponed:** This item was postponed.

IX. New Business

- A. Motion to approve termination of memberships for delinquent accounts:** Mr. Lopez said the list of 7 customers that was provided to the board in this month's packet is the list of customers whom liens have been filed against their properties. He said most of these accounts have been

delinquent for several years. The process will also cause the cancelation of any other meter sites they may have. We anticipate some of the customers on this list to come in once they have no water in their active sites. We anticipate another list of membership termination's for next month. If customers have sold their property or property has changed names a lien cannot be filed, the membership will still be terminated and Ms. Jackson will write off the debt in those cases. Mr. Evaro asked if the customers account is terminated, but they come in and pay the outstanding balance do they have to pay the membership again. Mr. Lopez said yes, but they could petition the board to waive the membership fee. Ms. Nichols said she is keeping track of the liens filed and he certified letters sent at the end of her report. Ms. Nichols suggested that if the board was going to entertain waiving membership fees that we would need to look at updating the policies to reflect in what cases the fees would be waived.

B. Motion to approve the request by ITSECEP for an additional internet antenna site at the Berino Office and authorization to GM to negotiate rent if approved: Mr. Lopez informed the board that he had been approached by ITSECEP to install an additional internet antenna at the Berino office. They already have one at the Del Cerro tank. If the board approves the request, he will have to make sure that the antenna does not affect the SCADA equipment. Rent would be about \$250.00 per month. Mrs. Holguin made the motion to approve the request by ITSECEP for an additional internet antenna site at the Berino office and authorize Mr. Lopez to negotiate the rent. Mr. McMullen asked for a second, but did not receive one the motion died.

X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2 discussion of limited personnel matters: Mrs. Holguin made the motion to convene to closed session pursuant to NMSA 1978 10-15-1 H.2 for discussion of limited personnel matters. Mr. Evaro seconded the motion, the motion passed with all in favor.

A. Roll Call Vote: Mr. McMullen called roll Mr. Sanchez representing District # 1 was absent, District #2 is vacant, Mr. Evaro representing District #3 voted yes, Mrs. Holguin representing District #4 voted yes, Mr. Magallanez representing District #5 voted yes, Mr. McMullen representing District #6 voted yes, Mr. Smith representing District #7 was absent.

B. Motion to reconvene in open session: Mrs. Holguin made the motion to reconvene to open session at 10:10 a.m., Mr. Evaro seconded the motion. The motion passed with all in favor.

C. Statement by the Chair: Mr. McMullen made the statement regarding the matters discussed.

The matters discussed in the closed meeting were limited only to those specified in the motion for closure

D. Action if any, related to personnel matters: Mrs. Holguin made the motion to increase the salary for Martin Lopez, General Manager to \$100,000.00 per year. Mr. Magallanez seconded the motion. The motion passed with all in favor. Ms. Jackson asked the board when the increase could take effect. The increase will take effect January 2019.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 12, 2018 at the Vado Office:

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** Ms. Charles asked the board members if anyone had participated in any training, no one had. Mr. Lopez mentioned he would have Ms. Charles do some research and find out if the Municipal League might have trainings that pertain to our boards training needs.
- B. Audit presentation – December:** Ms. Nichols asked Ms. Jackson when she thought the audit presentation would be ready, Ms. Jackson said it probably would not happen until January 2019.
- C. Resolutions approving three Colonia’s Infrastructure applications:** Mr. Lopez said we would have three resolutions for next meeting.
- D. Doreen Gallegos to attend the December 12, 2018 meeting:** Mrs. Holguin will find out from Mrs. Gallegos if she will be attending our next board meeting.

XII. Motion to Adjourn: Mrs. Holguin made the motion to adjourn the board meeting at 10:19 a.m. Mr. Evaro seconded the motion, the motion passed with all in favor.

Minutes approved December 12, 2018

Michael McMullen, Chairman (District 6)

ABSENT

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT

Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT

Director (District 2)

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 14, 2018 at our Vado Office, 325 Holguin Rd., Vado, NM

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- I. Call to Order, Roll Call to Establish Quorum: District #1 (Mr. Sanchez) __, #2 (Vacant) __, #3 (Mr. Evaro) __, #4 (Mrs. Holguin) __, # 5 (Mr. Magallanez) __, #6 (Mr. McMullen) __, #7 (Mr. Smith) __
- II. Pledge of Allegiance
- III. Motion to approve Agenda (VIII A. may be postponed)
- IV. Approval of Minutes – Motion to approve the minutes of the October 17, 2018 Regular Board Meeting.
- V. Presentations: none
- VI. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VII. Managers’ Reports
 - A. General Manager
 - B. Operations
 - C. Finance
 - D. Projects
- VIII. Unfinished Business
 - A. Appointment of Director for District 2 – this item may be postponed
- IX. New Business
 - A. Motion to approve termination of memberships for delinquent accounts
 - B. Motion to approve the request by ITSECEP for an additional internet antenna site at the Berino Office and authorization to GM to negotiate rent if approved.
- X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2 discussion of limited personnel matters.
 - A. Roll Call Vote: District # 1 (Mr. Sanchez) ____, #2 (Vacant) ____, #3 (Mr. Evaro) ____, #4 (Ms. Holguin) ____, #5 (Mr. Magallanes) ____, #6 (Mr. McMullen) ____, #7 (Mr. Smith) ____
 - B. Motion to reconvene in open session
 - C. Statement by the Chair:

The matters discussed in the closed meeting were limited only to those specified in the motion for closure

D. Action if any, related to personnel matters

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 12, 2018 at the Vado Office.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate**
- B. Audit presentation – December**
- C. Resolutions approving three Colonia's Infrastructure applications**

XII. Motion to 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.

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, October 17, 2018 at our Vado Office, 325 Holguin Rd., Vado, NM

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- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mr. Mike McMullen called the meeting to order at 9:30 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Joe Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District # 5 was absent, Mr. Mike McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager, Martin Lopez, Projects Manager, Karen Nichols, Project Specialist Patricia Charles and Accounting Assistant John Schroder. Also attending the meeting was Customer, Mr. Carlos Casas from Berino and Mrs. Phyllis J. Smith.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. may be postponed):** Mr. Smith made the motion to approve the October 17, 2018 agenda with VIII A, postponed. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes – Motion to approve the minutes of the September 19, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the minutes for September 19, 2018. Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations: none**
- VI. **Public Input:** Mr. Casas addressed the board with his water usage concerns. He said a couple of months ago he received a bill for close to \$900.00 dollars. He is retired and on a tight budget and can not afford to pay that amount. He had been making monthly payments but is not able to afford the monthly amount. He does not believe he used that much water. Mr. Casas did not find any leaks and has no grass and very few trees. He said there are 4 adults and 1 child living in his home. He would like to see if the board is willing to help in some way. Mr. Lopez submitted the meter to NMSU for inspection. NMSU concluded that the meter was in good working condition. Mr. Lopez said that there was nothing he could do because the water was used. He and Mr. Casas had previously met and had agreed on a 6-month payment plan. Mrs. Holguin would like to see if we could figure out what happened. 90,000 gallons is a lot of water usage. Ms. Nichols said a leaking toilet can use a very large amount of water. Mr. Lopez said a hose could have been left running too, he said it is hard to tell. Mrs. Holguin would like to see if we could give him a year to pay off the amount. She asked Mr. Casas if that would work for him, he agreed on the 12-month payment plan. The payment agreement will be approved by and at the General Managers discretion.
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. We will be activating all accounts that were part of the Berino Bosque & Veterans Road areas on

November 1, 2018. Customers will be able to deactivate account if they are not ready to use it. 3 employees completed their probationary period; 1 Co-Op completed his internship and one was terminated. Ms. Charles helped in the completion of three plans needed in response to the 120-day Sanitary Survey for Talavera MDWCA addressing water system deficiencies. We are coordinating with Dona Ana County, who will be paving Ward Road in Vado. Mr. Schroder helped LRGPWWA transition to the new IT support vendor with out an issue. Ms. Nichols has been working to get the Election and Service Area maps updated to include High Valley.

- B. Operations:** Mr. Mike Lopez provided a written report but was not able to attend the meeting due to operational problems. The usage for August was higher than last years, but in September the usage went down to match the usage from same time last year.
- C. Finance:** Ms. Jackson was not able to attend the meeting but provided a written report. Mr. Schroder was present for any questions. Mr. Schroder indicated that there was a surplus for September and said we also have a resolution for the First Quarter FY2019. Mr. Lopez said that High Valley had a RIP loan for \$5,000.00 and has been paid off. He also said there is a \$46,000 loan for the Brazito area that he wants to pay off by end of year to get it off the books.
- D. Projects:** Ms. Nichols provided a written report and stood for questions. She said the Valle Del Rio Project is basically done, except for the problems with the boosters. They run constantly and burn out motors. We are currently getting quotes for VFD's (Variable Frequency Drive) to replace the booster pump motors, which the operators will appreciate and will work better. Mr. Lopez said everything is under warranty for a year, so everything not working right will have to be addressed and fixed.

VIII. Unfinished Business

- A. Appointment of Director for District 2 – this item may be postponed:** This item was postponed.

IX. New Business

- A. Motion to approve assumption of High Valley MDWCA Engineering Services Agreement and Amendments #1 with Souder, Miller & Associates contingent upon NMED-CPB approval:** Ms. Nichols informed the board that the Engineering Contract was not in the board packet. It has been completed but need to assume it so we can move forward with the High Valley Project. Mrs. Holguin made the motion to approve the assumption of High Valley MDWCA Engineering Services Agreement and amendment# 1. Mr. Evaro seconded the motion. The motion passed with all in favor.
- B. Motion to approve Amendment #2 to Souder, Miller & Assoc. contract for High Valley Project contingent upon NMED-CPB approval:** Ms. Nichols said this amendment is in the packet. Mrs. Holguin made the motion to approve Amendment #2 to Souder, Miller & Assoc. contract for High Valley Project contingent upon NMED-CPB approval. Mr. Evaro seconded the motion. The motion passed with all in favor.

- C. Motion to approve Engineering Services Agreement with Souder, Miller & Associates for Stern Drive Waterline Extension Project contingent upon NMED-CPB approval:** Ms. Nichols informed the board that only the Summary of the Contract was included in the packet. The state version of Engineering contracts are all basically the same. Mrs. Holguin made the motion to approve the Engineering Services Agreement with Souder, Miller & Associates for Stern Drive Waterline Extension Project contingent upon NMED-CPB approval. Mr. Evaro seconded the motion. The motion passed with all in favor.
- D. Motion to adopt Resolution FY2019-16 Adopting FY2019 1st Quarter Budget:** The finance department presented resolution FY2019-16 to adopt FY2019 1st Quarter Budget. Mrs. Holguin made the motion to adopt resolution FY2019-16 adopting Fy2019 1st Quarter Budget. Mr. Smith seconded the motion. The motion passed with all in favor.
- E. Motion to authorize staff to develop a Salary/Wage Scale or Schedule:** Mr. Smith indicated that this item was discussed at the work session. Mrs. Holguin made the motion to authorize staff to develop a Salary/Wage Scale or Schedule. Mr. Smith seconded the motion. The motion passed with all in favor.
- F. Motion to approve a Merit Increase for staff based on performance evaluation and as determined by GM:** Mr. Lopez said this item was also discussed at the work session. Mrs. Holguin made the motion to approve a Merit increase for staff based on performance evaluation and as determined by GM. Mr. Evaro seconded the motion. The motion passed with all in favor.
- G. Motion to approve Proposed Governance Document Amendment to be placed on the April 2019 ballot as a question for Member approval:** Mr. Lopez said, with this amendment if we could not appoint someone from within the District within 90 days then we could appoint a board member from any other Authority voting district. Mrs. Holguin made the motion to approve Proposed Governance Document amendment to be placed on the April 2019 ballot as a question for member approval. Mr. Smith seconded the motion. The motion passed with all in favor.
- X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8- discussion of the purchase, acquisition or disposal of real property or water rights**

 - A. Roll Call Vote:** District # 1 Mr. Sanchez was absent, District #2 is Vacant, District #3 Mr. Evaro was present, District #4 Ms. Holguin was present, District #5 Mr. Magallanes was absent, District #6 Mr. McMullen was present, District #7 Mr. Smith was present. Mr. Smith made the motion to convene to closed session at 10:18 a.m. Mrs. Holguin seconded the motion. The motion passed with all in favor.
 - B. Motion to reconvene in open session:** At 10:22 a.m. Mr. Smith made the motion to reconvene in open session. Mrs. Holguin seconded the motion. The motion passed with all in favor.
 - C. Statement by the Chair:**

The matters discussed in the closed meeting were limited only to those specified in the motion for closure. Mr. McMullen made the statement that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

D. Motion to approve the board’s determination that acquisition of parcel 4011144310416 is necessary to the Mesquite-Brazito Sewer Project 2: Mrs. Holguin made the motion the approve the board’s determination that acquisition of parcel 4011144310416 is necessary to the Mesquite-Brazito Sewer Project 2. Mr. Evaro seconded the motion. The motion passed with all in favor.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, November 14, 2018 at the Vado Office.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** Mrs. Holguin mentioned that she had attended the Attorney Generals Open Meetings Act and Inspection of Public Records Act on October 4, 2018.
- B. Infrastructure Finance Conference is October 23-26, 2018:** Mr. Lopez said there will be 7 staff members attending the conference next week.
- C. Group pictures of Board Members:** Mr. McMullen requested the group pictures be taken at the Staff function on December 6, 2018 at 1:00 p.m. at the Elks Lodge in Las Cruces, NM.
- D. Termination of memberships for delinquent accounts**
- E. Audit presentation – December 2018**
- F. Resolutions approving three Colonia’s Infrastructure applications**

XII. Motion to Adjourn: Mrs. Holguin made the motion to adjourn the board meeting at 10:31 a.m., Mr. Evaro seconded the motion. The motion passed with all in favor.

Minutes approved November 14, 2018

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT
Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

ABSENT
Henry Magallanez, Director (District 5)

VACANT
Director (District 2)

LRGPWWA
Manager's Report
November 14, 2018

- Attended NM Infrastructure Conference in Albuquerque October 23th-26th along with Board Secretary and several staff members
- Presented at Water Trust Board meeting on November 1st along with Karen and SMA in Santa Fe
- Attended NM Finance Authority Oversight Committee meeting on November 8th in Santa Teresa (Border Authority Update and Colonias Infrastructure Update)
- Renewed insurance policy on November 2nd

Lower Rio Grande PWWA

Operators Report

November 14, 2018

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of September, we were issued 452 work and service orders.
- For the month of October, we were issued 155 work and service orders.
- For the month of October we installed 5 new water service connections.
- We had 1 main line water breaks at Alto De Los Flores for the month of October.
- We had One two inch main line break at Talavera due to Smith Co. installing stub outs for the new four inch high pressure gas line that is being installed for the City of Las Cruces.
- The fiberglass buildings have arrived for the two new gas chlorine units at Mesquite well #6 and the Brazito well sites. The well techs are working hard to get both units up and running ASAP.
- Lance Ivy has been sent to backflow school in Albuquerque.

NMED: All of our Monthly Bac-T-Samples were taken for the month of October and all samples were negative.

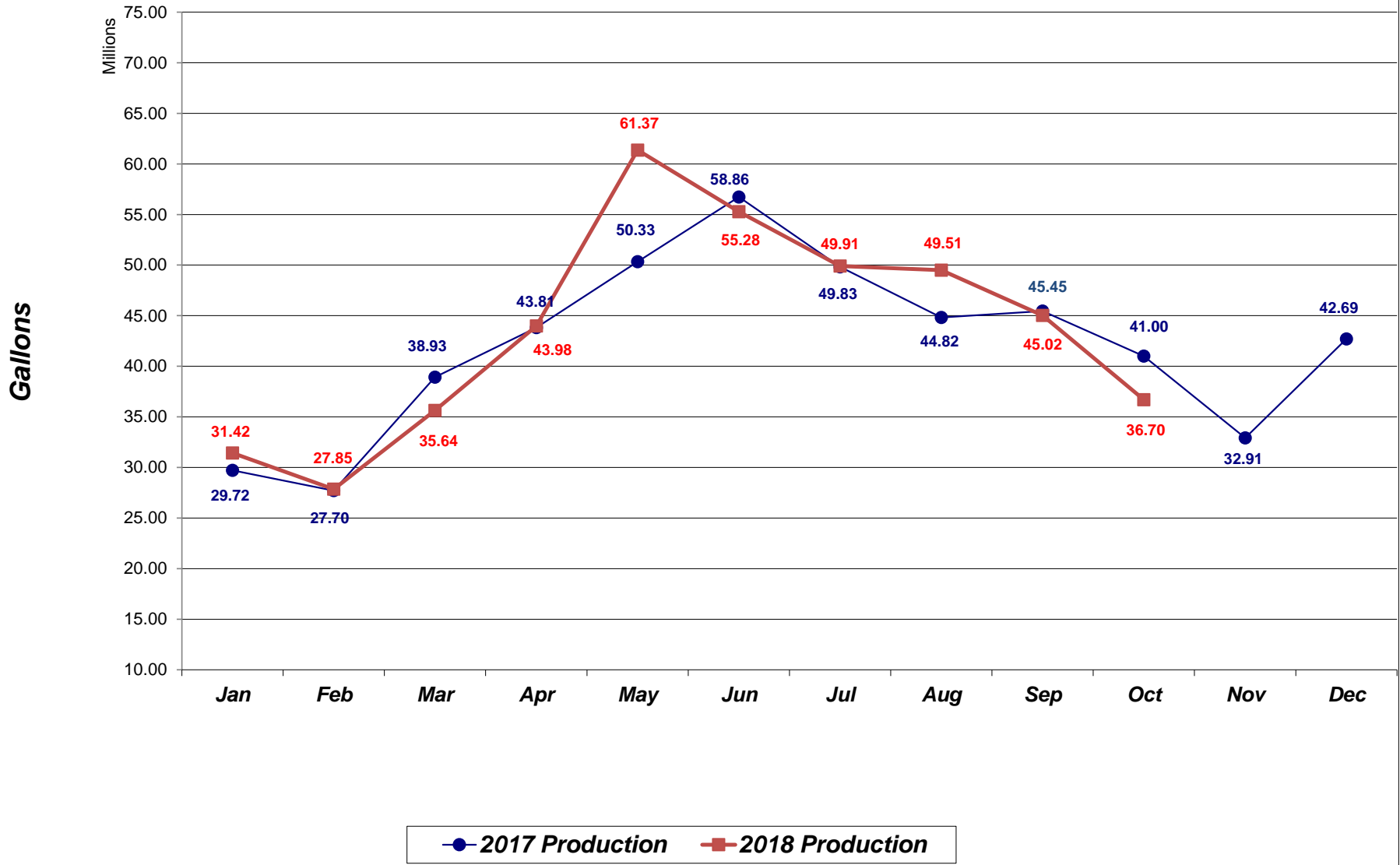
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

Mesquite and Organ Sewer Reports. The Organ Wastewater and the Mesquite wastewater reports are due January 1st.

Chlorine: No problems.

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

Lower Rio Grande PWWA Water Production Report





Lower Rio Grande Public Water Works Authority

Income Statement

Group Summary

For Fiscal: FYE 2019 Period Ending: 10/31/2018

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue				
40000 - Operating Revenue	2,861,000.00	312,248.42	1,247,485.26	1,613,514.74
40001 - Activation & Connection Fees-Sewer	1,300.00	-	-	1,300.00
40002 - Installation Fees	25,000.00	5,708.24	32,883.56	(7,883.56)
40003 - Activation & Connection Fees-Water	3,600.00	1,008.34	1,708.34	1,891.66
40004 - Meter Relocation	1,500.00	-	-	1,500.00
40005 - Backflow Testing	3,500.00	1,250.00	2,400.00	1,100.00
40006 - Tampering Fee/Line Breaks	1,500.00	102.54	2,204.82	(704.82)
40007 - Delinquency Fee	20,000.00	11,200.00	32,000.00	(12,000.00)
40008 - Penalties-Water	50,000.00	11,728.52	41,067.08	8,932.92
40009 - Membership Fees	3,000.00	800.00	3,200.00	(200.00)
40010 - Impact Fees	20,000.00	4,799.99	18,841.64	1,158.36
40011 - Returned Check Fees	1,500.00	35.00	210.00	1,290.00
40012 - Credit Card Fees	6,000.00	880.00	4,174.00	1,826.00
40013 - Miscellaneous Revenue	500.00	35.00	140.00	360.00
40015 - Penalties-Sewer	5,200.00	752.21	2,740.16	2,459.84
40016 - Meter Test Fee	500.00	50.00	(2,174.56)	2,674.56
40017 - Hydrant Meter Rental Fee	2,000.00	-	250.00	1,750.00
40018 - Permit Fees	1,100.00	-	-	1,100.00
40019 - DAC Trash Coupons	900.00	60.00	254.00	646.00
40020 - Miscellaneous Revenue-Sewer	1,500.00	41.29	(1,155.36)	2,655.36
45000 - Tower Rent	15,000.00	250.00	1,000.00	14,000.00
45001 - Billing Adjustments-Water	-	(1,848.36)	(8,309.08)	8,309.08
45005 - Fiscal Agent Fees	35,000.00	4,417.19	18,605.64	16,394.36
45010 - Interest	600.00	42.13	146.39	453.61
45015 - Copy/Fax	400.00	14.75	83.50	316.50
45020 - Other Income	10,000.00	379.49	41,424.48	(31,424.48)
45025 - Contract Services	50,000.00	6,581.87	22,102.02	27,897.98
45030 - Transfers In	-	10,000.00	97,243.95	(97,243.95)
49000 - Recovered Bad Debts	-	100.00	100.00	(100.00)
Revenue Total:	3,120,600.00	370,636.62	1,558,625.84	1,561,974.16
Expense				
60010 - Audit	15,000.00	-	4,205.00	10,795.00
60020 - Bank Service Charges	15,000.00	1,181.75	5,471.92	9,528.08
60025 - Cash Short/Over	300.00	-	35.23	264.77
60030 - Dues and Subscriptions	5,000.00	761.43	1,772.86	3,227.14
60035 - Engineering Fees	-	-	2,707.81	(2,707.81)
60045 - Late Fees	1,000.00	-	-	1,000.00
60050 - Legal Fees	-	-	1,039.44	(1,039.44)
60055 - Legal Notices	2,500.00	-	77.21	2,422.79
60060 - Licenses & Fees	5,000.00	-	4,025.73	974.27
60065 - Meals	2,500.00	173.39	349.03	2,150.97
60080 - Postage	30,500.00	426.81	1,230.32	29,269.68
60090 - Professional Fees-Other	600.00	-	379.09	220.91
60100 - Project Development	-	-	-	-
60115 - Reconciliation Discrepancies	-	129.69	842.01	(842.01)
60116 - Alto De Las Flores Expenses	-	-	27.48	(27.48)
60120 - Retirement Account Fees	2,500.00	659.33	2,001.85	498.15
60130 - Training	5,000.00	816.20	976.20	4,023.80
60140 - Travel:Airfare Per Diem	-	-	506.87	(506.87)
60150 - Travel:Lodging Per Diem	5,000.00	-	1,380.91	3,619.09
60155 - Travel:Meals Per Diem	5,000.00	65.19	472.85	4,527.15
60160 - Travel:Mileage/Parking Per Diem	-	-	10.00	(10.00)
60165 - Travel:Vehicle Rental Per Diem	-	117.49	163.49	(163.49)
60175 - Fixed Asset Disposal Fees	1,500.00	-	-	1,500.00
60600 - Debit Service	148,000.00	7,127.39	34,313.61	113,686.39
60650 - Interest paid to NMFA	37,000.00	1,902.33	7,555.04	29,444.96

60675 - Interest paid to USDA	130,000.00	10,629.36	42,517.44	87,482.56
63000 - Regular Pay	885,000.00	73,346.70	337,335.27	547,664.73
63001 - Overtime	30,000.00	2,892.55	13,684.05	16,315.95
63006 - Holiday Pay	55,000.00	4,130.02	12,636.30	42,363.70
63007 - Sick Pay	60,000.00	2,046.72	11,789.91	48,210.09
63008 - Annual Leave Pay	80,000.00	4,313.91	18,090.01	61,909.99
63010 - 401K 10% Company Contribution	101,500.00	-	-	101,500.00
63030 - Accrued Leave	75,000.00	-	-	75,000.00
63060 - Contract Labor	10,000.00	2,412.58	2,412.58	7,587.42
63070 - Employee Benefits-401K Contrib	41,000.00	2,388.35	10,996.42	30,003.58
63090 - HISC-Blue Medicare Rx.	500.00	-	-	500.00
63100 - Insurance-Dental	15,000.00	995.96	4,091.42	10,908.58
63110 - Insurance-Health	175,000.00	22,490.58	91,496.91	83,503.09
63115 - Salaries: Insurance - Work Comp	20,000.00	2,051.00	6,245.00	13,755.00
63125 - Insurance: Life & Disability	-	(50.06)	(49.89)	49.89
63130 - Mileage	1,500.00	247.98	378.21	1,121.79
63135 - Drug Testing	1,500.00	-	-	1,500.00
63160 - Payroll Taxes-Medicare	18,500.00	1,257.62	5,706.38	12,793.62
63170 - Payroll Taxes-Social Security	73,000.00	5,377.26	24,399.24	48,600.76
63195 - Taxes, Liability, Insurance: Cobra Fee	1,000.00	-	-	1,000.00
63200 - Vision Insurance	5,000.00	301.73	1,267.52	3,732.48
64100 - Sewer:DAC Waste Water Flow Charge	40,000.00	2,704.67	11,589.04	28,410.96
64200 - Sewer:Electricity-Sewer	9,000.00	809.38	2,522.22	6,477.78
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	600.34	3,879.19	6,120.81
65010 - Automobile Repairs & Maint.	40,000.00	2,527.72	19,261.51	20,738.49
65230 - Computer Maintenance	58,000.00	7,045.12	34,980.89	23,019.11
65240 - Equipment Rental	2,500.00	-	610.61	1,889.39
65250 - Fuel	60,000.00	5,845.39	26,217.30	33,782.70
65270 - Lab Chemicals-Water	5,000.00	104.52	465.07	4,534.93
65275 - SCADA Maintenance Fee	2,000.00	-	-	2,000.00
65276 - Test Equipment Calibration	2,000.00	-	-	2,000.00
65277 - Generator Maintenance Contract	3,000.00	-	-	3,000.00
65278 - Meter Testing/Repair/Replacement	36,000.00	-	1,500.00	34,500.00
65280 - Lab Chemicals-Water:Chemicals	35,000.00	3,487.22	13,343.99	21,656.01
65300 - Locates	6,000.00	-	-	6,000.00
65310 - Maint. & Repairs-Infrastructure	84,000.00	302.43	7,548.50	76,451.50
65320 - Maint. & Repairs-Office	10,000.00	3,614.74	10,437.17	(437.17)
65330 - Maintenance & Repairs-Other	120,500.00	3,020.99	83,184.46	37,315.54
65340 - Materials & Supplies	45,000.00	(1,167.98)	27,061.60	17,938.40
65345 - Non Inventory-Consumables	65,000.00	1,234.86	12,800.56	52,199.44
65350 - Office Supplies	5,000.00	488.24	3,291.46	1,708.54
65360 - Printing and Copying	20,000.00	3,357.54	13,979.56	6,020.44
65370 - Tool Furniture	5,000.00	371.40	4,941.06	58.94
65390 - Uniforms-Employee	11,200.00	828.11	3,368.51	7,831.49
65490 - Cell Phone	20,000.00	1,562.65	6,257.42	13,742.58
65500 - Electricity-Lighting	6,000.00	232.04	1,332.31	4,667.69
65510 - Electricity-Offices	15,000.00	530.67	5,273.73	9,726.27
65520 - Electricity-Wells	211,000.00	8,670.05	66,354.60	144,645.40
65530 - Garbage Service	2,500.00	738.39	3,388.23	(888.23)
65540 - Natural Gas	3,000.00	119.98	458.76	2,541.24
65550 - Security/Alarm	5,000.00	-	2,886.02	2,113.98
65560 - Telephone	20,000.00	1,386.40	5,519.73	14,480.27
65561 - Telstar Maintenance Contract	7,000.00	-	-	7,000.00
65570 - Wastewater	2,000.00	181.12	719.76	1,280.24
66200 - Insurance-General Liability	75,000.00	1,165.00	17,348.00	57,652.00
66700 - Water Conservation Fee	20,000.00	1,350.54	6,027.13	13,972.87
00000 - To Reserves	-	-	-	-
Expense Total:	3,120,600.00	199,304.79	1,049,089.11	2,071,510.89
Total Surplus (Deficit):	-	171,331.83	509,536.73	(509,536.73)

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 11/14/18**

LRG-11-02.2 – Mesquite-Brazito Sewer Project – Bohannon Huston, Inc. – LOC-Design Stage – NMFA PG/SAP funded Planning, \$30k 2014 SAP, \$540,608 2014 CITF (10% Loan), USDA-RD Loan \$357,000 @ 3.250%, Grant \$1,194,919, Colonia’s Grants of \$6,356,474 & \$119,407 – Attorney has filed an eminent domain action for the final lift station property acquisition. We have submitted final LOC documents to RD for final review) and authorization to bid once with this property noted as an exception on the ROW Certificate. RD no longer has an Office of General Counsel in Albuquerque, so it had to go to Denver for review and is taking longer than expected, but comments have been received. Title company is performing final review in preparation for closing.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Planning Stage – USDA-RD LOC \$15,030,780 – Letter of Conditions was issued by USDA-RD on 3/5/18 for \$6,189,000 loan and \$8,030,000 Colonia’s Grant. Third Request for Funds from RCAC bridge loan has been submitted and funds received. Design, including easement & property acquisition, is ongoing.

LRG-11-03 – Interconnect & Looping Project – see LRG-18-02 for current portion – Stern Drive Line Ext.

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: We met with BHI on 9/13/18 to review the USDA-RD format PER, and it has been submitted to USDA-RD, and a funding application being prepared.

LRG-17-01 – Water Master Plan – WTB #252: CDBG Public Hearing was held 1/9/18. Ms. Goolsby, SCCOG, has begun work on the application for \$100k planning grant for this project.

LRG-17-02 – Central Office Building – DW-4213 \$3,285,619: Closing was final 10/26/18, NTP issued to Wilson & Co., working on a date for a kick-off meeting.

Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle: pending NM-OSE comments/approval. Currently only includes the initial five systems.

LRG-13-03 – Valle Del Rio Water System Project – RFP/Planning/Design Stage - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates: Phase I Project is complete pending a final Change Order to replace the booster pump motors with VFDs. Final Pay App has not been received. Phase II PER amendment was completed, NMED-CPB. comments were received and are being addressed. Binding Letter of Commitment for Ph. II funding was received on 10/2/18 and we are working to complete the requirements. Engineering contract amendment is pending NMED-CPB approval.

LRG-17-03 – Planning Documents for East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG – Planning – Third revision of PER was submitted to NMED-CPB on 9/27/18 along with draft EID. PER was approved with one comment which has been addressed, Planning Grant closing is scheduled. EID comments were received, were not extensive, and are being addressed. Notice of Intent to apply for Colonia’s funds has been submitted to NMFA for design funding.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18 – Design & Construction – Souder, Miller & Assoc.– Engineering Agreement and amendments 1 & 2 have been

submitted to NMED-CPB for approval of assumption of agreement & amendment #1 and approval of amendment #2. Closing was complete 10/26/18, and we will issue Notice to Proceed to SMA as soon as contract amendment is approved.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build - \$150,000 SAP – Souder, Miller & Associates proposed engineering services agreement is pending NMED-CPB approval. Grant Agreement is fully executed, and funds are available.

LRG-18-03 – Jacquez Waterline Extension Project – Design/Build - \$50,000 SAP – Parkhill, Smith & Cooper – PSC is preparing an amendment to the Waterline Extension Project contract for final design update, bidding and construction phase services. Grant Agreement has been fully executed and funds are available. NOI to apply for CITF funding has been submitted.

LRG-19-09 – S. Valley Service Area Line Extensions – Water Trust Board application has been submitted. Engineering Services Agreement with Souder, Miller & Associates is pending NMED-CPB approval.

Other projects:

Documents Retention & Destruction – Sorting of old association documents for storage or destruction is ongoing, and staff is implementing approved retention/destruction schedules for LRGPWWA documents. Delivery of documents from the East Mesa Office for sorting and storage or shredding is still pending, and we are expecting several boxes of document in from the Finance Manager. No bins been sent out for shredding in the past month.

Website and Email – Notices and Board Minutes pages are current. Task Order has been executed with Sullivan Design to migrate our website to a WordPress platform. This will take about four months, and current website will remain in place until then.

Mergers – High Valley merger is substantially complete. Attorney has researched Talavera water rights issue and does not see an impediment to merger. No documents have been received for review. I have updated the Source Water Protection Plan to include High Valley as far as I'm able without technical assistance, have requested assistance thru NMED-DWB, and they have agreed. Service Area & Voting District Maps are also being updated to include High Valley.

Training – Patty and I attended NM AGO training on the Open Meetings and Inspection of Public Records Acts on 10/4/18.

Lower Rio Grande Water Users Organization – nothing new to report

EBID Surface Water Plant: - Nothing new to report.

As Needed Engineering Services - Currently we have five active Task Orders: Two with Vencor for NM DOT permit work on Stern Drive are on hold pending a State Land Office permit, one for updating the Service Area & Voting District maps, one for NM DOT permit on Las Alturas, and one with BHI for securing the SLO Permit.

Collection & Lien Procedures - Third set of liens have been filed, certified letters have been sent out for a third set. 62 certified letters have been sent and 35 liens have been filed to date. Angie & Patty are working on the next set of liens.

NM Legislature - I will be preparing Capital Outlay requests for the Jacquez Road Project, Mesquite Wetlands Closure, Heavy Equipment Purchase, and for the Information Technology Project (additional Tyler software and radio-read meters and laptops)

LRGPWWA 2019 Election – Angie is working on adding voting district designations to customer accounts in the billing software for Districts 1, 2 & 6. Governance Document Amendment for the 2019 ballot was approved by the board in October.

LRGPWWA - Member Termination List for Board Approval on Nov 14, 2018

	Customer Account	Customer Name	Address	City	Zip Code
1	01-07528-01	R-Qubed Energy	13300 Stern Dr	Mesquite	88048
2	07-09601-00	Joe Botello	12995 S. Hwy 28	La Mesa	88044
3	13-05212-00	Heirs of Sandra Maese	7268-1 MacArthur Rd	Las Cruces	88012
	13-05213-00		7268-2 MacArthur Rd	Las Cruces	88012
	13-05214-00		7268-5 MacArthur Rd	Las Cruces	88012
4	07-09766-00	David & Ludym Martinez	222 St. Valentine	La Mesa	88044
5	03-01630-00	Mary Martinez	125 Swannack	Mesquite	88048
6	14-05686-00	Heirs of Jose Vasquez	5130 Found Ave	Las Cruces	88011
7	12-01039-00	Beatrice Cooper	8305 Highway 478	Mesilla	88047