

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MINUTES - REGULAR BOARD OF DIRECTORS MEETING**

**9:00 a.m. Wednesday, June 20, 2012 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:** Sign in sheet and agenda are attached. Directors present were Chairman Robert “Marty” Nieto, Vice-Chairman John Holguin (arrived late), Acting Secretary Blanca Martinez and Director Rosaura Pargas. Secretary Santos Ruiz was absent. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols and HR/Payroll Specialist Connie Garcilazo. Also present were Senator Mary Kay Papen, Joan Ferguson, Jerry Paz, Matt Dyer, Furman Smith, and Tiffany Goolsby. With quorum established the meeting was called to order by Mr. Nieto at 9:06 a.m.
- II. **Approval of agenda:** Ms. Pargas made a motion to approve the agenda, Ms. Martinez seconded, and it carried on a vote of 3-0. { :56 }
- III. **Approval of Minutes of 3/21/12 and 5/22/12:** Ms. Pargas made a motion and Ms. Martinez seconded to approve the Minutes dated 5/22/12. The motion carried on a vote of 3-0. {2:50}  
Mr. Holguin made a motion to approve the minutes dated 3/21/12. The motion was seconded by Mr. Nieto and carried on a vote of 2-0 with Ms. Pargas abstaining because she was not present at that meeting. {20:16}
- IV. **Guest Presentations: Tiffany Goolsby, SCCOG – Presentation on ICIP, Alto de Las Flores MDWCA re: request for emergency water system interconnection:** Ms. Goolsby gave a presentation about the Infrastructure Capital Improvements Plan. {17:29}
- Mr. Lopez reported that he had been contacted by Alto de Las Flores MDWCA to be placed on the agenda to request an emergency back-up water connection, but this was already approved by the board and a funding application is pending at NM Department of Finance & Administration. No one from Alto de Las Flores MDWCA was present at the meeting. {18:35}
- V. **Public Input - 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:** Senator Papen invited the board members to the NMFA Oversight Committee meetings in Sunland Park on July 24<sup>th</sup> and 25<sup>th</sup> in Sunland Park. {24:40}
- VI. **General Manager’s Reports:**
- A. **Management Report** - Mr. Martin Lopez’ written report was in the Board packet (attached) and he presented it to the Board of Directors.
1. **Close-out of LRGMDWA**-Mr. Lopez informed the Board that the Lower Rio Grande Mutual Domestic Water Association is ready to be closed-out by June 30 2012.
  2. **Desert Sands final audit – exit conference**- Mr. Lopez reported that the Desert Sands 2010 audit has been completed and submitted to the Office of the State Auditor for approval. The only two findings were related to the fact that it is late, and the auditor explained that it was late because the 2009 audit was late due to the fact that Desert Sands was operating on a calendar year and by the time the OSA approved the audit contract, it was already late. **{32:00}**
- B. **Finance Report** Ms. Jackson’s written report was in the Board packet (attached) and she discussed it with the Board. {36:40}
- C. **Projects Report:** Ms. Nichols’ written report was in the Board packet (attached) and Ms. Nichols reviewed it with the Board.

**1. Inspector for La Mesa Well Project:** The board discussed the number of resumes presented and came to a consensus to reconvene this meeting at 4:00 p.m. to review them fully and make a decision. {1:09:40}

The meeting was reconvened at 4:08 p.m. The board discussed potential inspectors based on the resumes presented and the merits of independent inspection vs. inspection by the project engineering firm. Mr. Holguin made a motion to approve Kevin Fredley as inspector for the La Mesa Well Project with Vicente Bazan as second choice/backup with the stipulation that Parkhill, Smith & Cooper is able to work within the project budget for inspection, and if they cannot, to approve Kevin Cranitch from Molzen Corbin Associates. Ms. Martinez seconded the motion, and it carried on a vote of 4-0.

**2. ICIP Development:** This item was skipped, but was discussed during item IV. {1:09:50}

**D. Operations Report:** Mr. Mike Lopez' written report was in the board packet (attached) and he presented it to the board of directors. {1:17:04}

**VII. Unfinished Business:**

**A. NONE**

**VIII. New Business:**

**A. Legal Services Agreements - Brazito Sewer Project:** Mr. Holguin made a motion to enter into a legal services agreement with Josh Smith for the Brazito Sewer Project, Ms. Pargas seconded the motion, and it carried on a vote of 4-0. {1:18:05}

**B. Resolution 2012-12 Open Meetings Act – for adoption:** Ms. Pargas made a motion to adopt the Resolution 2012-12 Open Meetings Act. Mr. Holguin seconded the motion, and it carried on a vote of 4-0. {1:19:00}

**C. Joint Resolution FY-04 Organ WSA Merger Plan:** Mr. Holguin made a motion and Ms. Martinez seconded to approve Joint Resolution FY 04 Organ Water System Association Merger Plan. There was some discussion and Mr. Holguin question if the need for a rate increase might arise as a result of the merger. The motion carried on a vote of 4-0. {1:32:36}

**D. Fair Housing Proclamation – for adoption:** Mr. Lopez noted that items D-L all related to the CDBG Planning Grant for the new PER that Vencor is developing. Mr. Nieto asked if they could be taken in one motion, and Ms. Goolsby noted that under item E, the board needs to select a Fair Housing Activity. She suggested providing snacks labeled with Fair Housing information as was done for the previous CDBG project and handing them out at our CDBG Hearings. Ms. Pargas made a to approve items D-L required to submit for CDBG planning grant with the stipulation that item E incorporate Ms. Goolsby's suggestion. Ms. Martinez seconded the motion, and it carried on a vote of 4-0. {1:36:30}

**E. Authorize Fair Housing Activity**

**F. Fair Housing Self-Assessment – for review/comment**

**G. Procurement Policy – for adoption**

**H. Resolution FY12-13 Procurement Policy – for adoption**

**I. Resolution FY12-14 CDBG Citizen Participation Plan – for adoption**

- J. Resolution FY12-15 Residential Anti-displacement & Relocation Assistance Plan**
- K. Resolution FY12-16 CDBG Section 3 Plan – for adoption**
- L. Workforce Analysis Form – for review/comment**
- M. Resolution FY12-17 NMFA Planning Grant Application – for adoption:** Mr. Holguin made a motion to adopt Resolution FY12-17 NMFA Planning Grant Application. Ms. Martinez seconded the motion, and after a brief discussion, it passed on a vote of 4-0. {1:37:17}
- N. Resolution FY12-18 SCCOG Membership – for adoption:** Mr. Martin Lopez discussed the benefits the LRGPWWA has received as a SCCOG member. Mr. Holguin made a motion to adopt resolution FY12-18 SCCOG membership. Motion seconded by Ms. Martinez and carried on a vote of 4-0. {1:41:00}
- O. Amendment to Employee Policy Handbook re: Cell Phone Equipment Policy – for approval:** Mr. Martin Lopez discussed the proposed policy amendment. Mr. Holguin questioned whether employees should be required to pay for loss or damage to cell phones in every instance, and Mr. Lopez pointed out that the policy gives some discretion to the General Manager when there are extenuating circumstances. Ms. Pargas made a motion to approve amendment to the Employee Policy Handbook regarding cell phone equipment. The motion was seconded by Ms. Martinez and carried on a vote of 4-0. {1:45:06}
- P. Motion to convene in closed session pursuant to NMSA 1978 Section 10-15-1 (H)(8) for discussion of the purchase, acquisition or disposal of real property or water rights – Roll Call Vote:** Mr. Holguin made a motion to convene into close session at 10:52 a.m. pursuant to NMSA 1978 Section 10/15/1 (H)(8) for discussion of the purchase, acquisition or disposal of real property or water rights, Ms. Martinez seconded the motion. Mr. Nieto took a roll call. Ms. Martinez voted yes, Ms. Pargas voted yes, Mr. Holguin voted yes and Mr. Nieto voted yes. The motion carried on a vote of 4-0. {1:46:40}
- Q. 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** Ms. Pargas made a motion to resume the open meeting at 10:55 a.m., and Ms. Martinez seconded the motion. Mr. Nieto stated that matters discussed in the close meeting were limited to those stated on the motion to close. The motion carried on a vote of 4-0. {1:47:12}
- R. Action related to closed session discussion, if any:** Mr. Holguin made a motion to authorize Mr. Lopez to research water rights offered for sale, Ms. Pargas seconded, and it carried on a vote of 4-0. {1:48:16}
- IX. Other discussion and agenda items for next meeting 7/18/12:** The next meeting will be 7/18/12 at 9:00am at the Vado Office. Mr. Lopez informed the board that he and Ms. Nichols need assistance and will hire a part-time administrative assistant, Joan Ferguson, as of July 11, 2012. Items mentioned for the next agenda included the year-end budget. Ms. Martinez made a motion to recess the meeting and reconvene at 4:00 p.m., Ms. Pargas seconded, and it carried on a vote of 4-0. Mr. Nieto declared the meeting recessed at 11:04 a.m. {1:56:41}
- X. Adjourn**  
Ms. Pargas made a motion to adjourn, Ms. Martinez seconded and it carried on a vote of 4-0. Mr. Nieto declared the meeting adjourned at 4:31 p.m.

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

**Directors Present:**

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

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

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

\_\_\_\_\_  
Absent  
Director Santos Ruiz

\_\_\_\_\_  
Secretary Blanca Martinez

## Lower Rio Grande Public Waterworks Authority Sign In Sheet

Date: 6/20/12      Time: 9 am      Place: Vado Office      Meeting Type: Regular

Name, Title - Print Sign	Company or Agency Represented	Mailing Address	Telephone	Email
<del>Blank</del>			575 621-9697	
Blanca Martinez	La Mesa	1660 San Jose	575 642 3551	
MARTIN Lopez	325 Holguin Rd VADO, NM 88072	LRG-PWA	575 571-3628	
Jerry Paul	Molzen Cabin	1155 Commerce Dr. Las Cruces, NM 88007	575 522 0099	J Paul molzencabin.com
Mary Kay Pappas	Seniors	LC 88005 904 W. Conway Ave	649 7853	romust.net marykaypappas@
Math Dyer <del>Math Dyer</del>	PSC	115 W. Gregg Las Cruces, NM 88001	575-523-0915	mdyer@team-psc.com
Tiffany Goolsby <del>John Ferguson</del>	SCCOG	P.O. Box 297 Mesilla	740-2926	tigoosby@scocog-nm.com
John Ferguson		4613 April Ln LC NM	405-79972	john.ferguson@gmail.com
Kathi Jacobson Keller Finance Manager	LRG-PWUA	PO Box 2646	640-4330	
Connie Garcia <del>CS</del>	LRG-PWUA	PO BOX 2646 Anthony	882-5672	connie.circumiega @lrgauthority.org
Mike Lopez	LRG-PWUA	P.O. Box 2646 Anthony	635-3921	mike.lopez@ lrgauthority.org



**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA - REGULAR BOARD OF DIRECTORS MEETING**  
**9:00 a.m. Wednesday, June 20, 2012 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 3/21/12 and 5/22/12
- IV. Guest Presentations: Tiffany Goolsby, SCCOG – Presentation on ICIP, Alto de Las Flores MDWCA re: request for emergency water system interconnection
- V. Public Input - 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:
- VI. General Manager's Reports:
  - A. Management Report
    - 1. Close-out of LRGM DWA
    - 2. Desert Sands final audit – exit conference
  - B. Finance Report
  - C. Projects Report
    - 1. Inspector for La Mesa Well Project
    - 2. ICIP Development
  - D. Operations Report
- VII. Unfinished Business:
  - A. NONE
- VIII. New Business:
  - A. Legal Services Agreements - Brazito Sewer Project
  - B. Resolution 2012-12 Open Meetings Act – for adoption
  - C. Joint Resolution FY-04 Organ WSA Merger Plan
  - D. Fair Housing Proclamation – for adoption
  - E. Authorize Fair Housing Activity
  - F. Fair Housing Self-Assessment – for review/comment
  - G. Procurement Policy – for adoption
  - H. Resolution FY12-13 Procurement Policy – for adoption
  - I. Resolution FY12-14 CDBG Citizen Participation Plan – for adoption
  - J. Resolution FY12-15 Residential Anti-displacement & Relocation Assistance Plan
  - K. Resolution FY12-16 CDBG Section 3 Plan – for adoption
  - L. Workforce Analysis Form – for review/comment
  - M. Resolution FY12-17 NMFA Planning Grant Application – for adoption
  - N. Resolution FY12-18 SCCOG Membership – for adoption
  - O. Amendment to Employee Policy Handbook re: Cell Phone Equipment Policy – for approval
  - P. Motion to convene in closed session pursuant to NMSA 1978 Section 10-15-1 (H)(8) for discussion of the purchase, acquisition or disposal of real property or water rights – Roll Call Vote
  - Q. 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
  - R. Action related to closed session discussion, if any
- IX. Other discussion and agenda items for next meeting 7/18/12
- 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 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 ha 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

## MINUTES - REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, March 21, 2012 at the Vado Office, 325 Holguin Road

NOTE: Minutes are a DRAFT until they are approved and signed by the Board of Directors

- I. **Sign in, establish quorum, call meeting to order:** Sign in sheet and agenda are attached. Board members present were Chairman Roberto "Marty" Nieto, Vice-Chairman John Holguin, and Secretary Santos Ruiz. Absent were Directors Rosaura Pargas and Blanca Martinez. Staff members present were General Manager Martin Lopez, Operations Manager Mike Lopez, Projects Manager Karen Nichols, and HR/Payroll Specialist Connie Garcilazo. Also present were Espie Holguin, Matt Dyer, Marcy Trujillo, and Dean Lucky. With quorum established the meeting was called to order by Mr. Nieto at 9:11am. {:21}
- II. **Approval of agenda:** Mr. Holguin made a motion to approve the agenda, Mr. Ruiz seconded, and the motion carried on a vote of 3-0. {:50}
- III. **Approval of Minutes of 2/15/12:** Mr. Holguin made a motion and Mr. Ruiz seconded to approve the minutes dated 2/15/12 (attached). The motion carried on a vote of 3-0. {3:20}
- IV. **Guest Presentations: Matt Dyer of Parkhill, Smith & Cooper presentation on SCADA and electrical system design relative to water/wastewater applications.** Mr. Dyer Mr. Trujillo and Mr. Lucky gave a presentation (attached) regarding Electrical and SCADA System among other services offered by their company. {40:35}
- V. **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. Lopez presented a letter (attached) from a customer Orlando Jimenez and his concern regarding water service disconnection. Additional disconnect notices and associated cost will be explored and presented next month board meeting. Mr. Lopez also provided copies (attached) of the El Paso Electric Company disconnection procedures from their website. {51:50}
- VI. **General Manager's Reports:**
  - A. **Management Report:** Mr. Martin Lopez's written report was in the board packet (attached) and he presented it to the Board of Directors. {1:02:39}
  - B. **Finance Report:** Ms. Jackson not present due to training. Mr. Lopez informed the board that credit card services should be up and running in the Mesquite and Berino offices and stated that income and expenses for the month of February broke even. {1:03:20}
  - C. **Projects Report:** Ms. Nichols written report was in the board packet (attached) and she reviewed it with the Board. {1:21:38}
  - D. **Operations Report:** Mr. Mike Lopez's written report was in the board packet (attached) and he reviewed with the Board. Mr. Lopez informed the board that the SWAT lab at NMSU which has been handling our microbiological testing will be closing in June and the water samples will be picked up from a lab located in Ruidoso. {1:29:30}

## VII. Unfinished Business:

### A. Rate Study

- 1. Report on Public Hearing:** A list (attached) of questions and concerns from customers who attended public hearing and responses from Mr. Lopez and Ms. Nichols were included in the board packet. Mr. Lopez reviewed the Powerpoint presentation from the Public Hearing, and Ms. Nichols noted that all deliverables have been received from Medius, Inc., Annette Morales' company which coordinated the hearing. She said that Ms. Morales' son was going to break up the video from the hearing into two or three segments that can be posted on YouTube, and when he gets that done, she will get a link posted on our website or embed the videos if possible. {1:44:40}
- 2. Implementation:** After considering comments from the public, and in order to satisfy the requirements of Rural Development, Mr. Holguin made a motion and Mr. Ruiz seconded to implement water rate increase effective April 1<sup>st</sup> 2012. Motion carried on a vote of 3-0. {1:49:00}

### B. Disposal of old Berino tank

Mr. Lopez informed the Board that two proposals were received and both are for same amount Romero Recycling and Luis Castro. Romero Recycling will additionally pay taxes cost and Insurance information was provided. Mr. Lopez already authorized at previous meeting to make a decision will contact Romero Recycling. {1:52:21}

- ### C. Election Policy:
- Mr. Lopez reviewed the draft policy with the board and informed them that the attorney had already reviewed and revised it. Mr. Ruiz made a motion to adopt the election policy, it was seconded by Mr. Holguin and carried on a vote of 3-0. {1:57:45}

## VIII. New Business

- ### A. Joint Resolution FY2012-01: O&M Interagency Agreement Amendment w/ La Union MDS&WA:
- Mr. Ruiz made a motion to extend Operations and Maintenance contract with La Union for one more year, Mr. Holguin seconded the motion and it carried on a vote of 3-0. {2:00:00}

- ### B. Authorization to apply to Colonias Infrastructure Trust Fund for Mesquite Wastewater Project & Surface Water Treatment Facility Design Project:
- Mr. Holguin made a motion to approve submitting applications for Colonias Infrastructure Program Grants for the Mesquite Wastewater Project and the Surface Water Treatment Facility Design Project. Mr. Ruiz seconded motion, and it carried on a vote of 3-0. {2:03:20}

- ### C. Engineers Tabulation & Recommendation for Bid Award/La Mesa Well Project
- Mr. Holguin made a motion to accept the Engineers Tabulation & Recommendation for Bid Award for the La Mesa Well Project and award the contract to Burn Construction contingent upon USDA Rural Development concurrence. Mr. Ruiz seconded, and the motion carried on a vote of 3-0. {2:06:44}

**IX. Other discussion and agenda items for next meeting 4/18/12:** Items mentioned for inclusion in the next agenda included seeking a meeting with Governor, approval for attorney to draft an amendment to the personnel policies regarding the handling of complaints against the General Manager, and options and costs of providing additional disconnection notices. {2:06:44}

**X. Adjourn**

Mr. Holguin made a motion to adjourn the meeting, it was seconded by Mr. Ruiz and carried on a vote of 3-0. Mr. Nieto declared the meeting adjourned at 11:25 a.m.

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

**LRGPWWA Directors Present:**

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

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

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

\_\_\_\_\_  
Absent  
Director, Rosaura Pargas

\_\_\_\_\_  
Absent  
Director, Blanca Martinez

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA - REGULAR BOARD OF DIRECTORS MEETING**  
**9:00 a.m. Tuesday, May 22, 2012 at the Vado Office, 325 Holguin Road**  
Note: Minutes are in DRAFT form until approved & signed by the Board of Directors

- I. **Sign in, establish quorum, call meeting to order:** Sign in sheet and agenda are attached. Board members present were Chairman Roberto "Marty" Nieto, Vice-Chairman John Holguin, and Director Rosaura Pargas. Director Blanca Martinez arrived at 9:26 a.m. Secretary Santos Ruiz was absent. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Projects Manager Karen Nichols, Operations Manager Mike Lopez and HR/Payroll Specialist Connie Garcilazo. Also present were Mr. Matt Dyer, Mr. Josh Smith, Ms. Mary Berry, Mr. Berry, Mr. Dave Bonner, and Ms. Beverly Singleman. With quorum established, the meeting was called to order by Mr. Nieto at 9:03 a.m. {:38}
- II. **Approval of agenda:** Mr. Holguin made a motion to approve the agenda, Ms. Pargas seconded, and it carried on a vote of 3-0. {1:20}
- III. **Approval of Minutes of 3/21/12 and 4/18/12:** The minutes of 3/21/12 (attached) could not be approved due to lack of a quorum from that meeting.

A motion was made by Mr. Holguin and seconded by Ms. Pargas to approve the minutes dated 4/18/12 (attached). The motion carried on a vote of 3-0. {2:52}

- IV. **Guest Presentations: Josh Smith, Miller Stratvert, P.A.:** Mr. Martin Lopez introduced Mr. Smith as the attorney recommended to the LRGPWWA by Ms. Singleman. Mr. Smith did not have a formal presentation, and the legal services agreements were later in the agenda under item VIII. A.
- V. **Public Input - 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:**  
Ms. Beverly Singleman thanked everyone for the opportunity of working with LRGPWWA. {4:20}

VI. **General Manager's Reports:**

- A. **Management Report:** Manager's Report was in the board packet (attached), and it was presented to the Board by Mr. Martin Lopez. {11:17}
- B. **Finance Report:** Ms. Jackson's written report was in the board packet (attached) and she reviewed it with the Board. Ms. Jackson informed the Board that Desert Sands Office will be closed temporary and staff will be moved around to different offices.
1. **Resolution No. 2012-12 Approving FY-2013 Budget:** Mr. Martin Lopez and Ms. Jackson discussed the proposed budget with the board. Ms. Pargas made a motion to approve Resolution No. 2012-12, Mr. Holguin seconded, and the motion carried on a vote of 3-0. {17:50}
- C. **Projects Report:** Ms. Nichols written report was in the board packet (attached) and she discussed it with the Board.
1. **Inspector for La Mesa Well Project:**  
After some discussion of the resume presented (attached), Mr. Holguin made a motion and Ms. Martinez seconded to wait and review more resumes before hiring an inspector for La Mesa well project. The motion carried on a vote of 4-0. {32:56}
- D. **Operations Report:**

Mike Lopez written report was in the board packet (attached) and he reviewed with the Board of Directors. {38:56}

**VII. Unfinished Business:**

**A. Amendment to Employee Policy Handbook re: grievances against the GM – for adoption:**

After a brief discussion Mr. Holguin made a motion to adopt the proposed amendment (attached) to the Employee Policy Handbook Section 5.01 “Violence in the workplace policy” regarding grievances against General Manager. Ms. Martinez seconded motion and it carried on a vote of 4-0. {42:58}

**VIII. New Business:**

**A. Legal Services Agreements:**

- 1. La Mesa Well Project**
- 2. Berino/Mesquite-Del Cerro Project**
- 3. General legal services**

Mr. Lopez discussed the calls he made to law firms seeking proposals for legal services agreements and noted that the only other attorney who expressed an interest also had a conflict of interest. Ms. Pargas made a motion to approve legal service agreements with Miller Stravert for the La Mesa Well Project, Berino/Mesquite –Del Cerro Project and General Legal Services. Ms. Martinez seconded the motion, and it carried on a vote of 4-0. {48:45}

**B. Appointment of temporary Board Secretary:** Mr. Lopez informed that board that Mr. Ruiz is in the hospital and is facing a lengthy recovery, and said he asked Ms. Martinez if she is willing to cover his duties as Secretary, and she agreed. Mr. Holguin made a motion and Ms. Pargas seconded to appoint Ms. Martinez as Acting Board Secretary, and the motion carried on a vote of 3-0. {50:54}

**C. Joint Resolution FY2012-03 Approving Merger Plan with Butterfield Park MDWCA:** Mr. Holguin made a motion to approve Joint Resolution 2012-03 approving merger plan with Butterfield Park MDWCA, and Ms. Martinez seconded. There was some discussion with the two Butterfield Park directors in attendance, and the Joint Resolution will be on their June agenda. The motion carried on a vote of 4-0. {1:17:00}

**D. Motion to convene in closed session pursuant to NMSA 1978 Section 10-15-1 (H)(8) for discussion of the purchase, acquisition or disposal of real property or water rights – Roll Call Vote:** Ms. Pargas made a motion to convene in close session at 10:23 a.m. pursuant to NMSA 1978 Section 10-15-1 (H)(8) for discussion of the purchase acquisition or disposal of real property or water rights, and Ms. Martinez seconded motion. Mr. Nieto took a roll call, and Ms. Martinez voted yes, Mr. Nieto voted yes, Ms. Pargas voted yes and Mr. Holguin voted yes. The motion carried on a vote of 4-0. {1:19:26}

**E. 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:** Mr. Holguin made a motion and Ms. Pargas seconded to resume the open meeting at 10:44 a.m., and Mr. Nieto stated that matters discussed in the close meeting were limited to those stated on the motion to close. The motion carried on a vote of 4-0. {1:20:24}

**F. Action related to closed session discussion, if any:** Ms. Martinez made a motion and Ms. Pargas seconded to approve directing the General Manager to perform the necessary research for the

possible acquisition to private water system and the disposal of two pieces of real property. The motion carried on a vote of 4-0. {1:21:45}

**IX. Other discussion and agenda items for next meeting 6/20/12:** The next meeting will be 6/20/12 at 9:00 a.m. at the Vado Office. Items for the agenda include the annual OMA Resolution and Legal Services Agreement for Authority/Brazito Sewer Project.

**X. Adjourn:** Ms. Pargas made a motion and Ms. Martinez seconded to adjourn the meeting. The motion carried on a vote of 4-0, and Mr. Nieto declared the meeting adjourned at 10:50 a.m.

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

**Directors Present:**

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

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

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

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

\_\_\_\_\_  
Director Blanca Martinez, Acting Secretary

3

The Infrastructure Capital  
Improvement Plan (ICIP)

# The Infrastructure Capital Improvement Plan (ICIP)

From Wish List to Blueprint

# 3

The Infrastructure Capital Improvement Plan (ICIP):

## What is the ICIP?

- Your ICIP is a five year projection of capital improvement projects
- Capital improvement projects typically have the following characteristics:
  - High dollar value
  - Long life cycle (at least 10 years)
  - Not part of annual budget
  - New systems/buildings, or major renovations/repairs
  - Under the ownership or long-term lease of the governmental entity doing the plan



# 3

## The Infrastructure Capital Improvement Plan (ICIP): Who does an ICIP in New Mexico?

- Counties
- Municipalities
- Tribes
- Acequias
- Mutual Domestics and water-related districts
- Land Grants
- Other types of local governments

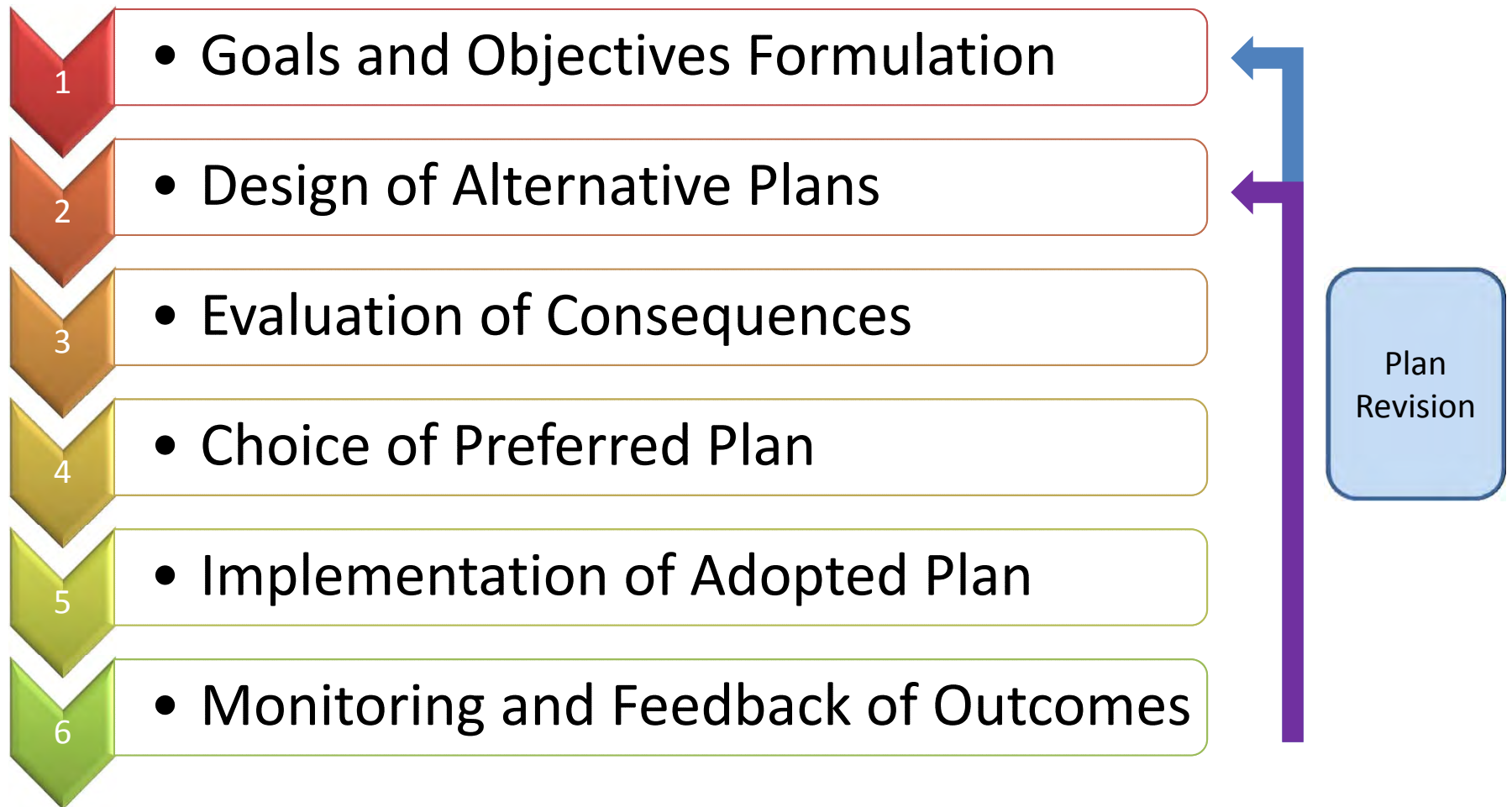
# 3

## The Infrastructure Capital Improvement Plan (ICIP): The ICIP as Helpful Tool

- For each project, your ICIP includes the following information:
  - Reason for the project
  - Cost
  - Project timeline and responsible individuals
  - Current funding sources
  - Possible future funding sources
  - Yearly O&M costs
- Your ICIP is a helpful tool for building community consensus and determining how to move your projects from a dream to reality

# 3

## The Infrastructure Capital Improvement Plan (ICIP): A Recap of the Planning Process



# 3

The Infrastructure Capital Improvement Plan (ICIP):

## Beginning Your Yearly ICIP Planning Process

- Get out last year's ICIP
- Review it
- Photocopy it
- Pass copies around to managers, operators, and staff
- Have people write all over it to update the goals, objectives, and projects and add new projects

# 3

## The Infrastructure Capital Improvement Plan (ICIP): ICIP Work Sessions

- Have management and operator work sessions
- Everyone presents their projects
- For larger entities it may be necessary for management to fill out information forms for new projects
- For smaller entities it may be possible to write new projects in without filling out a form

# 3

## The Infrastructure Capital Improvement Plan (ICIP): Phasing Your Projects

- Projects can be phased
- Plan your project in year 1. Obtain your PER and Environmental Reports.
- Design your project in year 2. Obtain any necessary easements or rights of way.
- Build phase I of your project in year 3
- Build phase II of your project in year 4
- Build phase III of your project in year 5

# 3

## The Infrastructure Capital Improvement Plan (ICIP): Citizen Engagement: Why

- You are educating your residents about projects and funding at ICIP public meetings
- You are incorporating public feedback into policy decisions
- You are increasing public support and ownership of community capital projects
- You will learn of any opposition to your projects

# 3

## The Infrastructure Capital Improvement Plan (ICIP): Citizen Engagement: How

- Host community meetings at the beginning of the process. Pass out 3"x5" comment cards. Read comments at the meeting and summarize them in a report.
- Advertise that the prior year's ICIP will be available for review online and at certain locations within the community and that comments will be accepted.
- Distribute open-ended surveys and ask what improvements are needed.
- Host open houses with department heads. Invite the public on mini-tours of current or completed projects or areas where projects are needed.
- Host coffee hours with department heads with donuts at which department heads can have portfolios of projects or project boards set up at different stations around the room showing current projects, completed projects, and needed projects.
- Post your previous ICIPs on your website along with instructions for getting involved in the current ICIP process.
- Solicit feedback using social media such as Facebook.



# 3

## The Infrastructure Capital Improvement Plan (ICIP): Drafting Your ICIP

- Draft your new ICIP based on input from management/staff and residents
- Present this draft to the governing body at a public meeting for review and discussion

# 3

## The Infrastructure Capital Improvement Plan (ICIP): Revising Your ICIP

- Revise your ICIP based on review and discussion by the governing body
- Bring your ICIP back to the governing body for adoption

# 3

## The Infrastructure Capital Improvement Plan (ICIP): Adopting Your ICIP

- Your ICIP must be adopted annually by resolution to meet the New Mexico Department of Finance and Administration's requirements

DESERT AIRE MDW & SWA

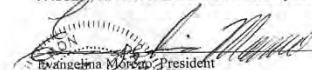
COUNTY OF DOÑA ANA

Resolution No. 2010-9-29

A RESOLUTION  
ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

- WHEREAS, the Desert Aire MDW & SWA recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.
- NOW, THEREFORE, BE IT RESOLVED BY THE DESERT AIRE MDW & SWA that:
1. The Desert Aire MDW & SWA has adopted the attached Infrastructure Capital Improvement Plan, and
  2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
  3. This resolution supersedes Resolution No. 2009-2.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of September 29, 2010.

 9-29-2010  
Yvonne Morala, President

  
Yvonne Morala, Vice President

Absent  
Yasenia Munoz, Director

ATTEST:  
  
Robt. Stafford, Treasurer

# 3

## The Infrastructure Capital Improvement Plan (ICIP): How Do I Get it in that Format?

Infrastructure Capital Improvement Plan FY 2012-2016										
Desert Aire MDW & SWA Project Summary										
Rank	Project Title	Top 5 Rank	Category	Funding Sources	2012	2013	2014	2015	2016	Total
2012-01	Wastewater System Improvements	1	Wastewater	CDBG FGRANT FLOAN SGRANT SLOAN	2,100,000	0	0	0	0	2,100,000
2012-02	Water System Improvements	2	Water Supply	LGRANT FGRANT SGRANT CDBG FLOAN	1,735,000	0	0	0	0	1,735,000
2012-03	Vehicle and Equipment Purchase	3	Water Supply	SLOAN SGRANT OTHER LGRANT FLOAN	105,000	0	0	0	0	105,000
2013-01	Office and Security Improvements		Water Supply	LGRANT FGRANT SGRANT CDBG FLOAN	0	235,000	0	0	0	235,000
<b>Grand Total</b>					3,940,000	235,000	0	0	0	4,175,000

# 3

## The Infrastructure Capital Improvement Plan (ICIP): How Do I Get it in that Format?

- Locate your community's ICIP login information. You will need your entity code and password
- Your entity code is a five digit number on the bottom of last year's ICIP
- If you cannot locate your login information, contact Brandee Pacheco at [BrandeeU.Pacheco@state.nm.us](mailto:BrandeeU.Pacheco@state.nm.us) or (505) 827-4447
- Login at the following website:  
<http://www.state.nm.us/capitalprojects/>
- Click the ICIP button along the top of the page
- If you don't have a copy of last year's ICIP, print out the entity information, inventory, project summary pages, and project report pages
- Update your ICIP information for this year
- Hit save often and do not use special characters
- Call the SCCOG at 575-744-0039 if you need technical assistance

# 3

## The Infrastructure Capital Improvement Plan (ICIP): I'm Finished. Now What?

- Send the following to DFA by October 1, 2012:
  - A copy of your ICIP project summary pages
  - A copy of your signed ICIP resolution
  - A cover letter indicating that you have an asset inventory that is available upon request (if you keep your inventory separate from the ICIP database)
- Send the information to:
  - Brandee Pacheco
  - Assistant Bureau Chief
  - Fiscal Services Bureau/Local Programs
  - Department of Finance & Administration
  - Local Government Division
  - 407 Galisteo
  - Bataan Memorial Building, Rm. 202
  - Santa Fe, New Mexico 87501

# 3

## The Infrastructure Capital Improvement Plan (ICIP): What Else?

- Apply for additional funding from CDBG, USDA, NMFA, EDA and other sources
- Consider ways to address funding shortfalls
- Plan, design and construct your capital projects

## Discussion Questions

1. What is our ICIP timeline for this year to meet the October 1, 2012 deadline and ensure robust public participation?
2. How will we involve the public?
3. Are there projects that we need to prioritize because of new compliance and/or health and safety issues?
4. Have we completed projects that can be removed from our ICIP?
5. How can we finance our priority projects if grants are not available?



**LRG PWWA**  
**Manager's Report**  
**June 20, 2012**

- Transfer of Assets from Associations
  - Lack the USDA construction accounts for the Mesquite water project-need project as-builts from Smithco; O&M Manual from Gannett
  - Desert Sands Final Audit has been completed and will be submitted to State Auditor (unqualified opinion)
  - Desert Sands office will be closed to customer traffic in mid-to-late June
  - Lower Rio Grande MDWA will cease to function on June 30, 2012-Tier Audit and last financial reports will be paid by Authority
- Meetings/Trainings
  - RD Mesquite Sewer progress meeting June 21<sup>st</sup> at Contractor's Trailer next to Mesquite Elementary at 10 am
  - NMFA Board meeting June 22<sup>th</sup> in Santa Fe: Colonias Trust Funds
  - Brazito Merger discussion meeting on June 25<sup>th</sup> at 7 pm at Brazito Office
  - Final Inspection for La Mesa office June 26<sup>th</sup> at 12:30 pm
  - RD (Berino-Del Cerro/Mesquite LOC project) meeting July 10<sup>th</sup> at 1:30 pm, Mesquite office
  - WTB Board meeting July 18<sup>th</sup> in Santa Fe: Surface Water Project (match funds)

- ICIP and CDBG Public Meeting set for July 24<sup>th</sup> in Butterfield Park and July 31<sup>st</sup> in Del Cerro (Community Centers)

**LRGPWWA**  
**Profit & Loss**  
 May 2012

	May 12
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Credit Card Fees	54.00
Interest	12.48
<b>Non-Operating Revenue</b>	
Copy/Fax	63.50
Other Income	3,040.98
<b>Total Non-Operating Revenue</b>	3,104.48
<b>Operating Revenue</b>	
Activation & Connection Fees	2,780.00
Contract Services	1,636.12
Installation Fees	13,517.09
Membership Fees	350.00
Monthly Services	125,424.83
Monthly Services-Sewer	6,255.48
Other Income	500.00
Penalties-Sewer	429.10
Penalties-Water	10,219.65
Returned Check Fees	210.00
Tampering Fee/Line Breaks	1,134.26
Operating Revenue - Other	50.00
<b>Total Operating Revenue</b>	162,506.53
<b>Other Types of Income</b>	
Miscellaneous Revenue	2,970.34
<b>Total Other Types of Income</b>	2,970.34
<b>Total Income</b>	168,647.83
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	713.27
<b>Total COGS</b>	713.27
<b>Gross Profit</b>	167,934.56
<b>Expense</b>	
Accounting, Auditing, Legal	
Bank Service Charges	546.39
Dues and Subscriptions	50.00
Legal Fees	2,949.86
Meals	315.81
Permit Fees	70,167.50
Postage-Billing	989.40
Postage-Other	295.15
Training	1,185.00
Travel	
Lodging Per Diem	438.48
Meals Per Diem	45.38
<b>Total Travel</b>	483.86
<b>Total Accounting, Auditing, Legal</b>	76,982.97
<b>Lab, Chemicals</b>	
Chemicals	12.04
Laboratory Fees	484.03
<b>Total Lab, Chemicals</b>	496.07
<b>Salaries</b>	
Accrued Leave	768.07
Administrative Labor	17,515.47
Clerical Labor	11,369.89
Contract Labor	577.50
Operations Labor	24,298.44
<b>Total Salaries</b>	54,529.37
<b>Supplies</b>	

LRGPWWA  
Profit & Loss  
May 2012

	<u>May 12</u>
Cell Phone	1,503.34
Computer Maintenance	2,901.39
Materials & Supplies	11,576.37
Office Supplies	226.17
Printing and Copying	5,116.45
Telephone	1,157.61
Uniforms-Board Members	48.37
<b>Total Supplies</b>	<u>22,529.70</u>
<b>Taxes, Liability, Insurance</b>	
401K 10% Company Contribution	4,786.18
Employee Benefits-401K Contrib	2,682.34
Insurance-Dental	633.90
Insurance-General Liability	5,665.00
Insurance-Health	7,139.94
Insurance-Life,Disability	95.40
Insurance-Vision	0.00
Payroll Taxes-Federal Unemploym	-80.49
Payroll Taxes-Medicare	783.17
Payroll Taxes-Social Security	3,348.67
Payroll Taxes-State Unemploymen	-1,064.70
Payroll Taxes-Worker's Comp Fee	0.00
State Taxes	0.00
Water Conservation Fee	1,134.80
<b>Total Taxes, Liability, Insurance</b>	<u>25,124.21</u>
<b>Utilities</b>	
Automobile Repairs & Maint.	2,013.11
Electricity-Operations	11,264.00
Fuel	5,595.48
Garbage Service	309.70
Maint. & Repairs-Infrastructure	0.00
Natural Gas	59.00
Security/Alarm	29.95
<b>Total Utilities</b>	<u>19,271.24</u>
<b>Total Expense</b>	<u>198,933.56</u>
<b>Net Ordinary Income</b>	<u>-30,999.00</u>
<b>Net Income</b>	<u><u>-30,999.00</u></u>

**LRGPWWA**  
**Balance Sheet**  
 As of May 31, 2012

	May 31, 12
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Berino/Mesquite Water Project	-156,633.50
Citizens Bank CD	11,344.48
Citizens Bank LRGWWA	25,216.59
Citizens Bank LRGWWA-Refundabl	-21,921.26
LowerRio2-Loan Reserve Acct	42,402.72
LRGWWA DEBT SERVICE PAYOFF	810.21
LRGWWA La Mesa Water Project	364.18
LRGWWA Mesquite Sewer Project	152,287.91
LRGWWA Reserve Account	
Alto Interconnection Reserve	5,000.00
Annual Debt Service Reserve	120,000.00
Gas Chlorination Reserve	16,000.00
Meters & Backflow Replacement	15,000.00
Operations & Maintenance Reserv	-125,503.85
Project Development Reserve	-86,994.94
SCADA Reserve	50,000.00
Storage Tank Rehab Reserve	8,000.00
Vehicle Replacement Reserve	35,000.00
Water Rights Reserve	-20,925.00
Well Parts Reserve	30,000.00
LRGWWA Reserve Account - Other	30,014.54
<b>Total LRGWWA Reserve Account</b>	75,590.75
<b>Total Checking/Savings</b>	129,462.08
<b>Accounts Receivable</b>	
A/R-Contract Services	11,706.40
<b>Total Accounts Receivable</b>	11,706.40
<b>Other Current Assets</b>	
<b>A/R</b>	
A/R-Water & Sewer Cycle 1	150,549.27
A/R Water & Sewer Berino	17,327.72
A/R Water & Sewer Mesquite	77,474.57
A/R Water Desert Sands	45,067.82
A/R Water La Mesa	13,934.88
A/R Water Vado	6,625.62
<b>Total A/R</b>	310,979.88
A/R-Other	-181,681.75
<b>Construction In Progress</b>	
Brazito Sewer Extension	24,353.82
Del Cerro/Mesquite Phase IV	1,294,011.65
Construction In Progress - Other	21,806.88
<b>Total Construction In Progress</b>	1,340,172.35
<b>Inventory Asset</b>	2,964.26
<b>Petty Cash</b>	1,026.03
<b>Prepaid Rent-Tank Site Lease</b>	7,665.27
<b>Reimbursable Expenses Paid</b>	149,433.32
<b>Returned Checks</b>	1,053.27
<b>Undeposited Funds</b>	200.00
<b>Total Other Current Assets</b>	1,631,812.63
<b>Total Current Assets</b>	1,772,981.11
<b>Fixed Assets</b>	
<b>Accumulated Depreciation</b>	-5,998,370.61
<b>Building</b>	
La Mesa Office Building	285,392.91
Building - Other	775,419.36
<b>Total Building</b>	1,060,812.27
<b>Furniture and Equipment</b>	645,183.10

**LRGPWWA**  
**Balance Sheet**  
 As of May 31, 2012

	May 31, 12
Land	277,037.63
Land Improvements	13,187.60
Software	19,988.36
Vehicles	226,140.00
Water & Sewer System	16,180,211.96
<b>Total Fixed Assets</b>	<b>12,424,190.31</b>
<b>Other Assets</b>	
Mesquite Sewer Project	16,929.31
Water Rights	9,197,171.20
<b>Total Other Assets</b>	<b>9,214,100.51</b>
<b>TOTAL ASSETS</b>	<b>23,411,271.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
A/P- Water/Sewer Phase I & II	103,394.61
A/P Operating	63,905.79
<b>Total Accounts Payable</b>	<b>167,300.40</b>
<b>Credit Cards</b>	
Capital One	-191.17
Capital One-La Mesa	-2,106.23
Chevron/Texaco	41.00
Citizens Bank VISA	
Office Card	1,072.76
<b>Total Citizens Bank VISA</b>	<b>1,072.76</b>
Home Depot	-289.63
<b>Total Credit Cards</b>	<b>-1,473.27</b>
<b>Other Current Liabilities</b>	
*Direct Deposit Liabilities	-296.60
<b>Customer Deposits</b>	
Hydrant Meter Deposits	15,607.87
Renter Deposits	12,397.85
Customer Deposits - Other	9,823.51
<b>Total Customer Deposits</b>	<b>37,829.23</b>
DAC Trash Coupons	5,493.00
Disability Insurance (AFLAC)	337.78
Gross Receipts Tax	4,427.28
<b>Payroll Liabilities</b>	
Blue Cross Dental	3,791.11
Federal	
Unemployment	-0.57
<b>Total Federal</b>	<b>-0.57</b>
Lovelace Health Payable	-7,856.28
<b>Retirement</b>	
401K 10% Annual Contribution	24,669.87
EE Contributions/ER Matching	2,427.96
Employee Loans	-122.56
<b>Total Retirement</b>	<b>26,975.27</b>
State	
Unemployment	-304.77
<b>Total State</b>	<b>-304.77</b>
Workers' Comp Fee Employee	-38.00
Payroll Liabilities - Other	4,732.02
<b>Total Payroll Liabilities</b>	<b>27,298.78</b>
Plan/Blueprint Deposits	1,600.00

**LRGPWWA**  
**Balance Sheet**  
**As of May 31, 2012**

	<u>May 31, 12</u>
Total Other Current Liabilities	76,689.47
Total Current Liabilities	242,516.60
Long Term Liabilities	
NMFA-LOWERRIO2	769,187.78
NMFA Trucks Desert Sands	32,126.84
RIP 88-12R La Mesa	52,359.36
USDA 92-13	-380.00
USDA 92-19	-1,837.00
Total Long Term Liabilities	851,456.98
Total Liabilities	1,093,973.58
Equity	
Contributed Equity	
Berino	5,330,273.61
Desert Sands	3,833,895.63
La Mesa	4,393,518.29
LRG Mutual	1,764,950.32
Mesquite	7,302,013.83
Vado	617,278.68
Total Contributed Equity	23,241,930.36
Opening Balance Equity	500.00
Unrestricted Net Assets	-605,167.43
Net Income	-319,964.58
Total Equity	22,317,298.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>23,411,271.93</u></b>

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
PROJECTS REPORT – 6/20/12 BOARD OF DIRECTORS MEETING**

**Authority Construction Projects:**

**LRG-11-01 - La Mesa Water System Improvements – Molzen Corbin – Pre-Construction Stage – RD - \$2,040,346:** Received concurrence letter from USDA-RD and issued Notice of Award to Burn Construction on 6/13/12. Closing instructions are still pending.

**LRG: 11-02.1 -Mesquite Wastewater Project – Gannett Fleming– CONSTRUCTION Stage – RD \$7,262,081, CITF \$1,670,257:** Project is under construction starting with the force main from Vado lift station. Force main is at 60% including 2 NMDOT bores and potholing for other lines. The Colonias Infrastructure Trust Fund Board awarded the full amount of funding needed to complete all remaining bid lots by Change Order under the existing contract and include all existing customers on the new system. 1<sup>st</sup> draw-down of RD funds has been requested and received, first progress meeting is tomorrow (monthly on 3<sup>rd</sup> Thurs.) Project budget is attached.

**LRG-11-02.2 - Authority/Brazito Sewer Project – Vencor – Planning Stage – CDBG/SAP:** Contract amendment for use of additional funds included some limited preliminary design work was executed & approved by NMED-CPB, and that work is at about 15%. Invoice has been received for final work on PER/EID and these will be submitted to NMED for review/approval on 6/21. Will then submit to USDA-RD and begin the application process.

**LRG-11-03 – Interconnect & Looping Project** – Additional phases pending new PER.

**LRG-11-03.4 Mesquite/Brazito Water Emergency Water Interconnect & Supplemental Wells – Planning/Funding:** Vencor has a preliminary map and has developed a project budget. Funding application has been submitted to NAD Bank/BECC CAP, application is still pending.

**LRG-11-04 - Berino & Mesquite/Del Cerro Water System Project WTB #223 – Letter of Conditions/final design & review of plans & specs – RD - \$5,420,147/WTB - \$4,371,630:** 2<sup>nd</sup> WTB Quarterly Report will be submitted by the end of June. WTB portion is ready to bid. Plans & specs for RD portion of project were submitted to RD, NMED-CPB & DWB and DAC, comments have been received from RD & DAC and are being addressed. NMED-CPB returned the plans & specs without reviewing back in April, requested them back for review on 5/24, no comments have been received yet. First draw of WTB funds has been submitted second is in preparation. Next teleconference with RD is 7/10/12. Expected completion date for the LOC notebook is well before the August deadline. RD portion plans & specs are at 95% completion, anticipate submittal to DAC by 6/22 and USDA-RD by 6/29/12.

**LRG-11-05 – Surface Water Treatment Plant WTB #252– Design phase - \$750,000 WTB** – Bohannan Huston is revising the proposed ESA to include the full design phase, to be delivered by 6/30/12. NMFA board meets to approve the funding allocated by the WTB on 6/22/12. All readiness to proceed items except the budget & timeline from BHI have been submitted, due date is 9/4/12. We are working on resolving some issues with NFMA over our matching funds.

**LRG-12-03 – Authority-Alto de Las Flores Interconnect – planning** - supplemental well applications for LRGPWWA & ADLFMDWCA have been submitted to NM-OSE, application has been submitted to NM-



DFA for 2009 & 2010 Colonias Initiative Surplus Funds. Some of the funding went to CITF projects, but ours was submitted early to DFA and is in final review there and pending the governor's approval.

**Authority PERs/EAs/40 Yr. Water Plan:**

**LRG-12-01 – Authority PER – prelim. planning - CDBG Planning Grant \$50,000:** Grant Agreement has been executed, authorization to use funds has been received, ESA has been approved by DFA and executed, Notice to Proceed was issued 6/12. Required CDBG resolutions and other items are on today's agenda.

**Forty-Year Water Plan – CE&M – complete:** pending NM-OSE comments/approval.

**Return Flow Credit Plan – CE&M – GF – Pending Review:** Drafted and submitted to Ms. Thacker at local NM-OSE 12/21/11.

**Radio Read Meters – in-house – 600,950 SRF Fund:** \$595,000 was approved at 50% subsidized + 25% grant = 50% grant, 25% loan at 0% plus fees approved by NMFA Board 4/27/12. Readiness to Proceed items have been submitted and are under review. Categorical Exclusion has been approved and is being advertised by NMFA prior to issuing closing documents.

**Individual MDWCA Projects under construction:**

**Mesquite Water Project – Gannett Fleming – Construction complete, pending close-out:**

Work is complete, final disbursement of RD funds was received 11/10/11. Still pending as-builts from Smithco and O&M manual. I obtained contact information from the engineer and will be constantly following up. Subcontractor promised to complete O&M manuals by 6/15/12 and submit to Smithco.

**LRG MDWA Projects:**

**La Mesa Building (jointly funded by La Mesa & LGRMDWA) – Molzin Corbin – under construction - NMED - SAP08-3099, Colonias 09-3118:** 13 pay requests have been submitted, 12 have been paid. Substantial completion certificate was issued 5/4/12 upon receipt of Certificate of Occupancy. Punch-list is being addressed. Final walk-thru is scheduled for June 19.

**Other projects:**

**Website** - Board Minutes Page & Notices Page are up to date.

**EBID Surface Water Treatment Plant** – Will be setting up a meeting with Dr. Cadena to discuss.

**Application for NMED Sustainability Award** – submitted 4/12/12, sent in scoring questionnaire on 5/14/12, waiting for a response from NMED-DWB.

**ICIP** – Initial meeting with Tiffany Goolsby (SCCOG), GM & FM was held on 6/13/12, tentative public input meetings to coincide with CDBG Hearings on July 24 & 31 in Butterfield Park and Del Cerro. First draft will be on August board agenda, final for September, October 1 due date.

LRGPWWA Mesquite Wastewater Project - Gannett Fleming West						
Project #LRG-11-02.1						
PROJECT BUDGET						
Funding Sources	\$ Funds	Notes:				
7/11/03 GRANT	2,267,000.00	RD			Grants	8,059,312.30
8/13/03 GRANT	100,000.00	RD			Loans	873,025.70
3/24/04 GRANT	150,000.00	RD				8,932,338.00
6/30/04 LOAN	100,000.00	RD				
6/30/04 GRANT	1,041,200.00	RD			RD Funds	7,262,081.00
8/21/09 GRANT	2,017,702.00	RD			CITF Funds	1,670,257.00
8/21/09 GRANT	980,179.00	RD				8,932,338.00
8/21/09 LOAN	606,000.00	RD				
6/8/12 GRANT	1,503,231.30	CITF				
6/8/12 LOAN	167,025.70	CITF				
<b>Total Project funds</b>	<b>8,932,338.00</b>					
Project Expenses			Budget \$	Expended	%Complete	Remaining
Basic Engineering			348,647.00	348,647.00	100%	0.00
Additional Services			642,284.00	352,287.58	55%	289,996.42
Inspection			190,666.00	0.00	0%	190,666.00
NMGRT on Engineering Services & Inspection @ 7%			80,245.24	49,065.42	61%	31,179.82
Construction			5,121,130.00	0.00	0%	5,121,130.00
NMGRT on Construction @ 6.375%			326,472.04	0.00	0%	326,472.04
CO #2 Bid Lots 8, 9, 10			1,624,535.00	0.00	0%	1,624,535.00
NMGRT on Construction @ 6.375% for CO #2			103,564.11	0.00	0%	103,564.11
Additional Engineering & Inspection re: CO #2			129,434.09	0.00	0%	129,434.09
NMGRT on Engineering Services & Inspection @ 7%			9,060.39	0.00	0%	9,060.39
Legal, Permits, Surveying incl. tax			69,396.49	0.00	0%	69,396.49
Dona Ana County hook-up fees			120,000.00	0.00	0%	120,000.00
Contingency			166,903.64	0.00	0%	166,903.64
Totals			8,932,338.00	750,000.00	8%	8,182,338.00
NOTE: Engineer has not yet recalculated paving costs after DAC reduced their requirements						

## RESUME

**JOSEPH A. VOLPATO**

**MOLZEN CORBIN**

1155 Commerce Drive, Suite F

Las Cruces, NM 88011

Ph: (575) 522-0049

Fax: (575) 522-7884

### WORK EXPERIENCE

June 20, 2005

To Present: Molzen Corbin  
Engineers/Architects/Planners

- Employment in the position of Draftsman and Civil Design Technician under the direction of the Project Manager, Project Engineer, or Resident Engineer (project supervisor) on a project assignment basis. Represents and assists Molzen Corbin in project design from the conceptual phase to construction, referring critical engineering decisions to the respective project supervisor. As well as assisting in various field surveying functions and experience in sanitary sewer evaluation studies, setting up flow meters and collecting data.

### DESIGN EXPERIENCE AND SKILLS WITH THE FOLLOWING PROJECTS:

**ABCWUA Sanitary Lift Station Improvements (FY05):** Modernization improvements to twenty Albuquerque Bernalillo County Water Utility Authority wastewater lift and vacuum stations and improvements at the Metropolitan Detention Center (MDC) Wastewater Treatment Plant in Albuquerque, New Mexico.

**Utility Base Mapping – City of Eunice, New Mexico:** Accumulation of property / platting information as available from the City, County, Courthouse, etc. and the collection of existing utility (water and sewer) information and implementing with general utility locations verified by survey (tanks, wells, booster stations, manholes, valves, fire hydrants, etc.)

**2007-2008 Cooperative Agreement Program – Village of Tijeras, New Mexico:** Roadway surface and drainage improvements on various streets, demolition and replacement of an existing double barrel culvert crossing, as well as minor utility work as needed to accommodate the improvements.

**2009 Spring Pavement Improvements – Village of Los Lunas, New Mexico:**

Roadway surface and drainage improvements consisting of the reconstruction of various streets to include asphalt removal; subgrade prep; base course; new asphalt pavement; removal and installation of curb, gutter, and sidewalk; and miscellaneous storm drain improvements.

**CN 1100030 I-25 / I-10 Interchange - NMDOT:** Roadway geometry and drainage improvements including full interstate removal and redesign, bridge construction and modifications, retaining wall and noise wall construction and traffic/safety improvements.

**Santa Teresa Water System Improvements, Well No. 3 – Dona Ana County:** Water system improvements including a new well and storage tank, replacement of an existing domestic booster station and fire pump station to serve the Santa Teresa Industrial Park Area.

**Anthony Water & Sanitation District Well 1 & 4 Water System Improvements – Phase II & III:** Water system improvements including new wells 1 & 4, rehab to wells 3 & 6, reverse osmosis system, booster pumps, storage tank and transmission lines.

**La Mesa Well No. 3 – Lower Rio Grande Water Works Authority:** Water system improvements including a new water well and well building, a 150,000 gallon water storage tank and transmission lines for the water system.

**Spaceport Vertical Launchpad Utilities:** Extend 6” waterline with gate valves, air vacuum release valves, and fire hydrants from Spaceport Wastewater Treatment Plant to Vertical Launch Site and the installation of 4” sanitary sewer line connecting 5,000 gallon holding tank to Vertical Launch Facility.

**EDUCATION:**

ITT Technical Institute, Albuquerque New Mexico  
Associates Degree in Drafting and Design Technology, 2005

Raton High School, Raton New Mexico, 2003

April 2012

**Resume**

**Kevin (Kev) Anthony Cranitch**

**Civil Engineering Technician  
Experience (45 years)**



- Subdivisions: Environmental considerations, bulk earthworks and retaining structures, grading and drainage, roadwork including speed restriction devices and intersections, stormwater drainage design, sewerage reticulation, water reticulation, public utility reticulation including overhead and underground electricity and telecommunication.
- Highways: Interstate multi-lane highways, urban freeways including grade separated interchanges, crossroad hydraulics, utility services.
- Railways: Long distance railways for passenger and freight transport, together with local spur lines and freight dock sidings.
- Commercial Centers: Several major commercial centers including building pads, stormwater drainage management, utilities, external traffic management and internal car movement and parking. Grading and drainage design and drafting.
- Multilevel Carparks: Car parking centers including traffic queuing, movements of vehicles and of pedestrians including disabled users. Structural design by others.
- Coal Mines: Layout of open cut earthworks including management of surface stormwater runoff, haul roads, run-of-mine hoppers, conveyors, coal preparation plant, stockpiling, recovery and loadout hoppers. Other infrastructure layout included management, storage, catering and accommodation buildings.
- Regional Airports: Layout of Terminal buildings with associated traffic and parking management, aprons, runways, fuel storage and provision of service vehicles to the aircraft.
- Storm Analysis: Analysis of Rain Storm Intensities using US weather storm records allowing estimation of specific local intensity within the range of the storm radar sweep.
- Survey: As built and improvement survey drafting.

## General Drafting

### Software Used

Design: Roadworks-AutoCad Civil3D  
Intersections-AutoTurn  
Stormwater Drainage-Program using a spreadsheet written by self.

Support: Microsoft Word  
Microsoft Excel (extensive use)

### Management of Personnel:

10 years experience as Chief Draftsman in Consulting Engineering office in Brisbane, Australia. Duties included recruitment of drafters, in-house training in conjunction with their tertiary studies, formation of design teams for projects, coordination of base information for senior designers.

Resources: Maintenance of technical library including local authority design and drafting standards

Liaison: Monitoring and maintenance of staff morale, recommendation of staff for promotion or commendation.  
Interaction with clients, local authorities, constructional personnel and others during the concept, design, approval, bidding and construction phases of projects.

### Personal Details

Address: 3259 Highridge Street, Las Cruces, NM 88012  
Phone: 575 644 1841 (Cell – daytime)  
575 526 3237 (Home – evening)  
Email : [kcranitch@q.com](mailto:kcranitch@q.com)

US Citizen  
Australian National  
Resident of Las Cruces since 2001  
Birthday: July 5, 1948

Personal interests include: local animal and plant life, geography and history, music, cycling for fitness, world travel, rugby.

Work History:

1967-1970 IRRIGATION & WATER SUPPLY COMMISSION  
BRISBANE – AUSTRALIA

Cadet Draftsman – duties included mechanical engineering drafting (by hand) of projects associated with the construction of sluice gates and mechanical equipment for dams. External studies to obtain a Certificate in Engineering.

1970-1975 CARDNO & DAVIES CONSULTING ENGINEERS  
BRISBANE – AUSTRALIA

Draftsman – duties included civil engineering drafting of land subdivision projects which detailed roadworks, stormwater and sewer reticulation. Calculation of quantities of materials provided for preparation of bid documents.

1975-1978 RANKINE & HILL CONSULTING ENGINEERS  
BRISBANE – AUSTRALIA

Draftsman – duties included civil engineering drafting of land subdivision projects which detailed roadworks, stormwater and sewer reticulation and drafting of freeway drawings. Calculation of quantities of materials provided for preparation of bid documents.

1978-1981 GUTTRIDGE HASKINS & DAVIES ENGINEERS  
BRISBANE - AUSTRALIA

Design Draftsman – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and sewer reticulation and drafting of freeway drawings. Additional duty provided on-site design and drafting of infrastructure for reconstruction of cyclone ravaged in Darwin, Australia until inhabitants were allowed to return. Calculation of quantities of materials provided for preparation of bid documents.

1981-1991 PHILIP G. BREENE CONSULTING ENGINEER  
BRISBANE - AUSTRALIA

Chief Draftsman – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and water and sewer reticulation. Additional duty provided on-site design and drafting of coal mining infrastructure and development of an island tourist resort including a jetty. Calculation of quantities of materials provided for preparation of bid documents.

1991-2001 WADE CONSULTING GROUP  
BRISBANE - AUSTRALIA

Chief Draftsman – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and water and sewer reticulation as well as highways. Additional duty provided design and drafting of shopping centers, multi-level carparks and regional airports. Calculation of quantities of materials provided for preparation of bid documents.

2001-2005 SKYLINE ENGINEERING  
SANTA TERESA – NEW MEXICO

Senior Design Draftsman – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and utility reticulation. Additional duty provided design and drafting of railways and sidings. Calculation of quantities of materials provided for preparation of bid documents.

2005-2006 QUANTUM ENGINEERING  
EL PASO - TEXAS

Senior Design Draftsman – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and utility reticulation. Additional duty provided analysis of local storm flooding in El Paso. Calculation of quantities of materials provided for preparation of bid documents.

2007-2011 ZIA ENGINEERING & ENVIRONMENTAL  
LAS CRUCES – NEW MEXICO

Senior Designer – duties included civil engineering design & drafting of land subdivision projects which detailed roadworks, stormwater and utility reticulation and commercial developments within Las Cruces. Additional duty provided development of projects for the City of Las Cruces including roadway collectors and a major composting facility. Nine bridge and river designs to replace bridges lost during the Ruidoso floods. Calculation of quantities of materials provided for preparation of bid documents.

<sup>2012</sup>  
~~2011-Present~~ ENGINEERS INCORPORATED  
LAS CRUCES – NEW MEXICO

Senior Designer – specialized duties include design & drafting of mutual domestic water associations reticulation system upgrades involving new wells, pump systems, pipework and fittings and storage tanks.





June 7, 2012

Lower Rio Grande Public Water Works Authority  
325 Holguin Road  
Box C  
Vado, NM 88072

Attn: Karen Nichols  
Project Manager

Re: RPR Resumes for La Mesa Well Project

Dear Ms. Nichols,

As requested by the LRGPWWA board of directors, we are hereby providing Construction Manager and Resident Project Representative (RPR) resumes for construction phase services on the La Mesa Well Project. We are providing four resumes of local PSC personnel who have vast experience in the observation, management and administration of water projects such as yours. The first individual listed is Kevin Fredley, PE. He is a licensed engineer in the state of NM and is our construction manager for the Las Cruces, El Paso area. I should also mention that Kevin is NACE certified through the National Association of Corrosion Engineers for potable water tank coating inspections, and he is currently working on his master's degree for construction management at UTEP.

Following Kevin's resume are the resumes of three potential RPR's: Vince Bazan, George Etheredge and Curtis Glasscock. All three of these gentlemen have performed RPR duties on countless successful water projects over the years. ***You will notice they have 94 years of combined experience, 35 of which have been while working at PSC on water and sewer projects in our region.*** Any one of these gentlemen would be a well suited candidate for your project. It will depend on your project schedule as to which individual may be available for assignment to your project.

Following the RPR resumes we have included a few project summaries and photographs of projects that these gentlemen have provided RPR services for.

We sincerely appreciate being given the opportunity to present these personnel qualifications to you, and we look forward to providing quality construction phase services to the Lower Rio Grande Public Water Works Authority. If you have any questions or if we can be of further service please feel free to contact us at 575-523-0915, or by email at [mdyer@team-psc.com](mailto:mdyer@team-psc.com).


Amarillo  
El Paso  
Las Cruces  
Lubbock  
Midland

\\LAPC\NF\cpl\LRGPWWA\2012-2-RPR-La-Mesa-Well\tr(6-6-12).docx

115 W. Griggs Las Cruces, New Mexico 88001 575.523.0915 Fax: 575.526.1790

Sincerely,

PARKHILL, SMITH & COOPER, INC.

By   
R. Matt Dyer, P.E.  
Corporate Associate  
Las Cruces Office Manager

Enc.

\*

## INTRODUCTION TO PARKHILL, SMITH & COOPER, INC.

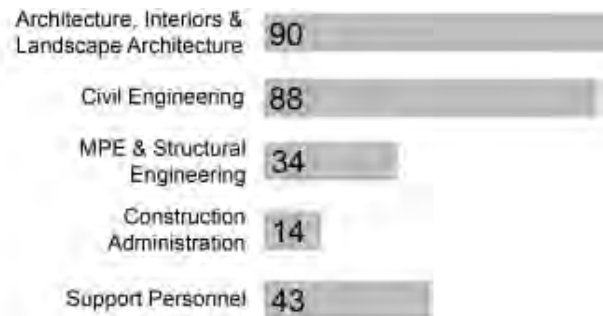
The partnership of Parkhill, Smith & Cooper engineered its first project in Lubbock, Texas in 1945. Building on that solid foundation, Parkhill, Smith & Cooper, Inc. (PSC) has established a tradition of personalized client service, technical expertise, and innovative engineering and architectural design. A full range of design services is provided through the firm's offices in Abilene, Amarillo, El Paso, Lubbock, and Midland, Texas, as well as Las Cruces, New Mexico.

In 67 years of continuous professional practice, PSC has assembled an impressive portfolio of design solutions. Recognizing that each project and each client are unique, we customize our design services to meet these individual needs. We strive to provide the on-time and in-budget services that keep our clients coming back.

The success of our commitment to quality and to meeting our clients' needs for professional design services is clearly shown by the high percentage of our practice provided by "repeat" clients. The satisfaction of the people we serve prompts them to return to our firm often as their needs for design services develop. **Currently, PSC enjoys the fact that over 85 percent of our active projects are with repeat clients.**

### Personnel

PSC constantly seeks highly-qualified, self-motivated personnel. The full capacity of our staff to provide professional services now includes:



### Location of Offices

**Las Cruces, New Mexico**  
115 W. Griggs  
Las Cruces, New Mexico 88001  
P: 575-523-0915

**Abilene, Texas**  
340 Beech Street  
Abilene, Texas 79601  
P: 325-673-8178

**Lubbock, Texas**  
4222 85<sup>th</sup> Street  
Lubbock, Texas 79423  
P: 806-473-2200

**El Paso, Texas**  
810 East Yandell  
El Paso, Texas 79902  
P: 915-533-6811

**Amarillo, Texas**  
1001 S. Harrison, Suite A  
Amarillo, Texas 79101  
P: 806-376-8600

**Midland, Texas**  
1700 W. Wall Street, Suite 100  
Midland, Texas 79701  
P: 432-697-1447

## RESUMES

### Kevin Fredley, PE

**Civil Engineer | Construction Manager | Resident Project Representative**

#### Education

Bachelor of Science, Civil Engineering, University of Texas at El Paso, 1999

#### Professional Registration

Licensed Professional Engineer, TX, 100757

Licensed Professional Engineer, NM, 18102

**Years with PSC:** 13

**Years with other firms:** 10



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Mr. Fredley joined PSC in August of 1999 as a Project Engineer and Resident Project Representative (RPR). Prior to joining PSC, Mr. Fredley served 10 years as a member of the U.S. Army. During his tenure in the Army, Mr. Fredley supervised heavy construction activities, coordinated use of heavy construction equipment, as well as coordinated heavy construction efforts for the Army Facility Engineers.

Since joining PSC, Mr. Fredley's duties include: inspection and leak testing of new water and sewer lines; verification of product and material conformance to project specifications; document project construction progress of work placed by the Contractor, for application of payment to Contractor; scheduling, coordinating and documenting project testing with Contractor and testing laboratory; rejection of substandard work; review of required field changes or modifications with Engineer; coordinating new installation tie-ins with existing facilities; maintain daily log of construction progress; and prepare monthly progress reports.

Mr. Fredley is the Construction Manager for the El Paso and Las Cruces offices. Mr. Fredley's duties include: scheduling and supervision of field personnel, attend and conduct construction meetings, make periodic site visits, monitor project progress, prepare work directives and change orders, recommend pay applications and compile required documents for project closeout requirements.

Mr. Fredley is currently working towards his Master's Degree in Construction Management at UTEP.

- Artcraft No. 2, 3-2 MG Reservoirs, El Paso, Texas.
- Artcraft No. 1 Booster Station CPS, El Paso, Texas. Resident Project Representative - Oversaw the proper construction of a 10 MGD booster station to include a building, four pumps, gas engine, electrical, and a chlorine system.
- Artcraft No. 2 Pipeline Project, El Paso, Texas. Resident Project Representative - Oversaw the proper installation of 30-inch water line. Responsible for monthly quantities.
- Artcraft No. 2 Pipeline Project, El Paso, Texas.
- Canutillo Water Transmission Phase II, El Paso, Texas. Resident Project Representative - Assisted in the inspection of proper installation of 60-inch tape-wrapped, mortar-lined steel pipe.
- Canutillo Wells Phase I Surface Facilities, El Paso, Texas. Resident Project Representative - Oversaw the construction of four well houses, piping, and electrical controls.
- El Paso Dallas Street Pump Station CPS, El Paso, Texas. Project Manager

## Lower Rio Grande Public Water Works Authority

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- Dimmitt TWDB ARRA Water Improvements, Dimmitt, Texas.
- Edgemere Elevated Water Storage Tank Construction Period Services, El Paso, Texas. Resident Project Representative - Part-time.
- El Paso Lindberg, Redd, Mulberry, Warriors Street & Drainage Improvements, El Paso, Texas.
- El Paso Lower Valley EDAP Phase III CN Subdivisions, El Paso, Texas. Resident Project Representative - Assisted in the proper installation of 8 inch water and wastewater lines. Organized the final quantities and final inspections in order to close out the project.
- El Paso Lower Valley EDAP Phase III RD/CE Subdivision Projects, El Paso, Texas. Resident Project Representative - Oversaw the proper installation of 8 inch water and wastewater lines. Responsible for monthly quantities and monthly progress reports.
- EPWU Artcraft No. 2 & 3 Reservoirs and Access Driveway, El Paso, Texas.
- EPWU Artcraft #2A Booster Pump Station & Tanks DB, El Paso, Texas.
- EPWU Edgemere Transmission Phase III CPS, El Paso, Texas. Resident Project Representative - Project Design and RPR.
- EPWU Helen of Troy 24" Pipeline, El Paso, Texas. Engineering Designer - Project design.
- EPWU Paseo Del Este 3MG Elevated Storage Tank CPS, El Paso, Texas. Resident Project Representative.
- EPWU Pebble Hills Booster Pump Station, El Paso, Texas. Engineering Designer - Project design
- EPWU Pebble Hills Booster Pump Station CPS, El Paso, Texas. Resident Project Representative - Oversaw the construction of the 12 MGD booster station that included four pumps, gas generator, building, and electrical.
- Fiesta Reservoir Construction Rehabilitation, El Paso, Texas. Resident Project Representative - Oversaw the construction of a 1 mg water reservoir. Responsible for monthly quantities and monthly progress reports.
- Fiesta Water Storage Reservoir #1 Rehabilitation Construction Phase Services, El Paso, Texas. Resident Project Representative - Oversaw the construction of a 1 mg water reservoir. Responsible for monthly quantities and monthly progress reports.
- Eastside Planned Service Area- Hayes 24-inch Water Extension CPS, El Paso, Texas.
- Jonathan Rogers Water Treatment Plant 42-inch Transmission Construction Phase Services, El Paso, Texas. Resident Project Representative - Assisted in overseeing the proper installation of 42-inch water line.
- EPWU Laramie Ridge Sanitary Sewer Main Extension CPS, El Paso, Texas.
- Lee Trevino Drainage Improvements Phas I CPS, El Paso, Texas.
- Lee Trevino CPS Ph II, El Paso, Texas.
- Midland Four Elevated Storage Tanks Rehabilitations, Midland, Texas.
- Montana Phase III Lift Station Construction, El Paso, Texas. Resident Project Representative - Assisted in the inspection of 8-inch water lines.
- Paseo Del Este 12.3 MGD Booster Pump Station Construction Phase Services, El Paso, Texas. Resident Project Representative - Full-time.
- Sheffield Wastewater Treatment Plant CPS, Sheffield, Texas.
- EPWU Vinton 16-Inch Waterline CPS, El Paso, Texas. Project Manager

**Subject:** Added comment on the resumes for La Mesa Well

**From:** Matt Dyer <MDYER@team-psc.com>

**Date:** 6/11/2012 8:19 AM

**To:** Karen Nichols <karen.nichols@lrgauthority.org>

Good Morning Karen, I hope you all had a good weekend. I just wanted to make one addition known on the construction manager resume we turned in for Kevin Fredley. It should also be mentioned that Kevin is NACE II certified and his registration number is 31410. This National Association of Corrosion Engineer's certification gives him the ability to review tank coatings for corrosion and cathodic protection issues. Just thought I would throw that in there. Please let us know if you all need anything further. Thanks.

**Matt Dyer, PE**

*Corporate Associate, Sector Leader*

PARKHILL **SMITH** & COOPER | 115 West Griggs | Las Cruces, New Mexico 88001 | 575.523.0915 | [team-psc.com](http://team-psc.com)

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.2178 / Virus Database: 2433/5056 - Release Date: 06/08/12

# Lower Rio Grande Public Water Works Authority

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## **Vicente Bazan** **Resident Project Representative**



### **Education**

Completed 90 hours toward engineering degree, Civil, El Paso Community College

**Years with PSC:** 16

**Years with other firms:** 15

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Mr. Bazan joined PSC in 1996 as a Resident Project Representative. He has over 16 years of experience in general building and heavy civil construction including water and wastewater distribution and collection systems and treatment plants, and 31 years total experience. Since joining PSC in 1996, Mr. Bazan has provided RPR services on construction projects that include:

- Artcraft / Westport Relief System, El Paso, Texas. Resident Project Representative - Observed construction of a double 24-inch force main with valve vaults.
- Artcraft No. 2, 3-2 MG Reservoirs, El Paso, Texas. Resident Project Representative - Replaced original RPR, observed installation of site no. 2 pipelines, painting of 2 - 2MG tanks. Installation of site nos. 2 and 3 electrical and instrumentation. Installation of 24 inch pipelines along site no. 3 access roadway, construction and painting of site no. 3, 2-MG tank and construction of site no. 3 access roadway with drainage structures.
- Artcraft No. 1 Reservoir, El Paso, Texas. Resident Project Representative - Observed construction of a 4-million gallon steel reservoir, 36-inch water transmission line, 30-inch storm drain pipeline and 54-inch bore under I-10.
- Artcraft No. 2 Booster Pump Station CPS, El Paso, Texas. Resident Project Representative - Observed the construction of a 4.5 MGD pump station, site piping, and pavement.
- Artcraft No. 2 Pipeline Project, El Paso, Texas. Resident Project Representative - Replaced original RPR, observed installation of 12 inch and 30 inch potable water pipelines.
- Canutillo / El Paso WTF Phase III, El Paso, Texas. Resident Project Representative - Observed construction of a 24 and 60-inch water transmission line.
- Coates Reservoir, El Paso, Texas. Resident Project Representative - Observed the installation of the tank inlet/outlet site pipeline.
- EPWU Eastside PSA Zaragosa-Beem CPS, El Paso, Texas. Resident Project Representative - Observed the installation of a 24 inch water transmission line.
- Edgemere Elevated Water Storage Tank Construction Period Services, El Paso, Texas. Resident Project Representative - Observed the construction of a 3 million gallon composite elevated water storage reservoir.
- EPWU Edgemere Transmission Phase III CPS, El Paso, Texas. Resident Project Representative - Observe installation of 34" and 30" water transmission mains.
- EPWU Montwood 36" Water Transmission Phase II, El Paso, Texas. Resident Project Representative - Observed construction of a 36-inch water transmission in highly congested city street, paving replacement, etc.
- EPWU Paseo Del Este 3MG Elevated Storage Tank CPS, El Paso, Texas. Resident Project Representative - Observe construction of a 3 MG composite elevated water storage reservoir.
- EPWU Sunfire Phase 1 Pipeline, El Paso, Texas. Resident Project Representative - Observed construction of a 24 inch water transmission main.
- Lee Trevino CPS Ph II, El Paso, Texas. Resident Project Representative - Observed the installation of 66 in. to 24 in. pipe storm drain system along Lee Trevino Blvd.

## Lower Rio Grande Public Water Works Authority

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- Lower Valley Water District Authority EDAP Phase III CN Common Water and Sewer Facilities, El Paso, Texas. Resident Project Representative - Observed construction of two 2-million gallon steel reservoirs, site inlet pipelines and access road use.
- Montana (East Area) Phase IIA Water System Project, El Paso, Texas. Resident Project Representative - Observed construction of several master meter stations, water transmission lines connecting to the main transmission line along Montana connecting existing systems to provide water to colonias.
- Montana EDAP Phase 0 Design and Construction, El Paso, Texas. Resident Project Representative - Observed construction of 8 miles of 24-inch water transmission main along Montana, booster pump station, two meter stations and .75 million gallon composite elevated steel tank.
- Montana Phase IIB Lift Station Construction, El Paso, Texas. Resident Project Representative - Observed the installation of 34-inches of different size PVC watermain including fire hydrant and service connections. In addition, the construction of a 75,000 gallon steel elevated tank and a booster pump station.
- Montana Phase III Lift Station Construction, El Paso, Texas. Resident Project Representative - Observed installation of 28 miles of different size PVC watermains including fire hydrants and service connections.
- Montwood 36" Water Transmission Phase I (MCI), El Paso, Texas. Resident Project Representative - Observed construction of 36" water transmission main in highly congested city street, Paving replacement, etc.
- Pebble Hills Tank. Resident Project Representative - Observed construction of a 2 million gallon composite elevated tank, 24 inch inlet pipeline and site work.



## Lower Rio Grande Public Water Works Authority

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### **George Etheredge** **Resident Project Representative**



**Years with PSC:** 3

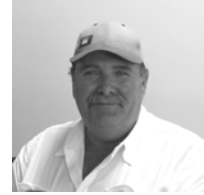
**Years with other firms:** 37

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Mr. Etheredge joined PSC in January 2009 as a Resident Project Representative. He has 24 years of in-depth knowledge and multi-disciplinary construction experience of municipal, commercial, wastewater treatment facilities, water treatment facilities and airport projects. Mr. Etheredge obtained his Senior Engineering Technician Certification from the National Institute for Certification in Engineering Technologies. He has more than 13 years of experience as laboratory and field manager for construction materials and geotechnical firms. Mr. Etheredge has experience and work familiarity with airport procedures and regulations.

- Columbus Lift Station, Columbus, New Mexico. Resident Project Representative - Mr. Etheredge was Resident Project Representative during the Columbus Lift Station project.
- Columbus Guaderrama Water Well Improvements, Columbus, New Mexico. Resident Project Representative - Mr. Etheredge was Resident Project Representative during the modification and improvements of the Guaderarma Well Improvements. This project included a new submersible pump in a rehabilitated well. An adjustable speed drive was utilized to provide discharge pressure control. The well discharge was piped into an existing reverse osmosis plant two miles away to provide a backup supply source for the town of Columbus. Remote control of the well from the RO plant is accomplished with a set of I/O radios. These I/O radios allowed seamless control of the well VFD from the RO plant PLC. Also included in this project was the replacement of existing hardwired “telephone” Tank Level status to the RO plant with a solar powered I/O radio.
- Columbus Water Distribution System Improvements, Columbus, New Mexico. Resident Project Representative - Mr. Etheredge was Resident Project Representative during the construction of the Water Distribution System Improvements for approximately 4 miles of replacement of existing water line and the emergency construction of a hydro pneumatic pump station.
- Canutillo Area and Turf Estates Water Distribution, El Paso, Texas.
- Columbus North Well & Meter Install Observation, Columbus, New Mexico.
- El Paso Dallas Street Pump Station CPS, El Paso, Texas.
- Dimmitt TWDB ARRA Water Improvements, Dimmitt, Texas. Resident Project Representative - Mr. Etheredge was Resident Project Representative during the installation of transmission pipeline from the wells to the south ground storage tank.
- EPWU Western Village Water System Improvements CPS, El Paso, Texas. Resident Project Representative - Mr. Etheredge was resident Project Representative during the installation of approximately 5,400 feet of 8 inch water line.
- EPWU Laramie Ridge Sanitary Sewer Main Extension CPS, El Paso, Texas. Resident Project Representative - Mr. Etheredge was Resident Project Representative during the installation of 1,600 linear feet of 8" sanitary sewerline and 24 service connections through an existing neighborhood.
- EPWU Vinton 16-Inch Waterline CPS, El Paso, Texas.
- Vinton Miscellaneous, Vinton, Texas.

## **Curtis Glasscock** **Resident Project Representative**



**Years with PSC:** 16

**Years with other firms:** 7

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Mr. Glasscock joined PSC in June 1996 as a Resident Project Representative. His construction experience encompasses 30 years of multi-discipline construction; heavy industrial, military, power, bridges, wastewater treatment facilities, commercial buildings, water treatment facilities, grain storage facilities, and airports.

Prior to joining PSC, Mr. Glasscock has worked in several capacities within the construction industry. Beginning in a general labor pool, and spent years as a union iron worker advancing to ironworker superintendent with several construction companies prior to forming an incorporated partnership. Mr. Glasscock functioned as Field Operations, Vice President for United Steel, Inc. for nine years. After dissolution of United Steel, Inc., Mr. Glasscock joined Robert Navarro and Associates Engineering in October 1989, as an Engineering Quality Assurance Representative. Mr. Glasscock supervised as well as performed Q.A. field inspections as an Engineering Field Representative.

Mr. Glasscock has functioned in several capacities within the Construction Industry. These capacities include: direct and indirect field supervision and coordination of construction activities and personnel, project estimating, submittal preparation and review, project costing, payroll preparation, management, training of quality control and quality assurance inspection, project documentation, structural investigations.

Since joining PSC in 1996, Mr. Glasscock has served as a Supervisory Resident Project Representative (RPR) on construction projects, including the following.

- Columbus Wastewater Treatment Plant Improvements, Columbus, New Mexico. Resident Project Representative/Construction Admin - Observed activities and documented progress
- Hueco Wells Construction Period Services, El Paso, Texas. Resident Project Representative - On-site observation of construction activities. Documented daily progress and tests.
- Amarillo Potter County Well Field CPS, Amarillo, Texas. Resident Project Representative - Observed construction activities coordinated with Owner, Engineer and Contractor to resolve issues.
- Anthony Wastewater Treatment Plant Improvements, Anthony, Texas. Resident Project Representative - Observed installation and construction activities.
- Arcraft / Westport Relief System, El Paso, Texas. Resident Project Representative - Observed installation and construction activities.
- Arcraft No. 1 Booster Station CPS, El Paso, Texas. Resident Project Representative - Observed installation and construction activities.
- Arcraft No. 1 Reservoir, El Paso, Texas. Senior Resident Project Representative - Provided construction administration services.
- Canutillo IV Water Transmission Line Design Bid, El Paso, Texas. Senior Resident Project Representative - Observed installation and construction activities.
- Canutillo Water Transmission Phase II, El Paso, Texas. Senior Resident Project Representative - Observed installation and construction activities.
- El Paso Dallas Street Pump Station CPS, El Paso, Texas. Resident Project Representative - Observed construction activities, reviewed project design drawings, specifications and submittals. reviewed

## Lower Rio Grande Public Water Works Authority

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testing of construction components. Coordinated with Owner, Engineer and Contractor to resolve problems encountered and suggest resolutions. Recorded Contractor's work activities and reviewed monthly progress payment quantities for accuracy. Tracked construction progress for schedule comparisons and compiled monthly progress reports.

- Dumas WWTP, RPR Services.
- Easy Way II Force Main & Artcraft/Westport Interceptor Relief Sewer, El Paso, Texas. Senior Resident Project Representative - Observed installation and construction activities. Trained and assisted junior RPR.
- Edgemere Booster Pump Station, Elevated Storage Tank and Pipeline Phase 2, El Paso, Texas. Resident Project Representative - Observed construction activities and reported test results. Punch out.
- El Paso Combined Well Field, El Paso, Texas. Resident Project Representative - Observed construction activities for compliance.
- El Paso Jonathan Rogers Water Treatment Plant Expansion, El Paso, Texas. Resident Project Representative - Performed daily project inspections and documentation, progress reviews, coordination of construction and testing verification.
- El Paso Lower Valley EDAP Phase III CN Subdivisions, El Paso, Texas. Senior Resident Project Representative - Performed daily project inspections and documentation; construction inspection coordination; testing verification; progress reviews, and RPR coordination and supervision.
- El Paso Lower Valley EDAP Phase III RD/CE Subdivision Projects, El Paso, Texas. Senior Resident Project Representative - Observed construction activities, reviewed drawings, specifications and submittals. Reviewed testing of construction components. Communicated with Owner, Contractor and Engineer to resolve problems and coordination issues. Reviewed monthly progress payment quantities for accuracy. Recorded Contractor's activities and work progress. Reported project progress on monthly basis. Verified accuracy of construction installations and the installation of approved equipment, machinery and materials.
- El Paso Northwest Water Reuse Phase I, El Paso, Texas. Senior Resident Project Representative - Performed daily project inspections and documentation. Coordinated construction. Performed testing verifications, progress reviews and RPR training.
- EPWU Easyway II Lift Station CPS, El Paso, Texas. - Observed construction activities, reviewed project design drawings, specifications and submittals. reviewed testing of construction components. Coordinated with Owner, Engineer and Contractor to resolve problems encountered and suggest resolutions. Recorded Contractor's work activities and reviewed monthly progress payment quantities for accuracy. Tracked construction progress for schedule comparisons and compiled monthly progress reports.
- EPWU Montwood 36" Water Transmission Phase II, El Paso, Texas. Resident Project Representative - Conducted on-site observation of construction activities, tests, and progress.
- EPWU Paseo Del Norte Master Meter Station Phase II CPS, El Paso, Texas. Senior Resident Project Representative - Conducted on-site observation of construction activities, tests, and progress.
- EPWU Well 17A CPS, El Paso, Texas. Senior Resident Project Representative - Conducted on-site observation of construction activities, tests, and progress.
- Fiesta Reservoir Construction Rehabilitation, El Paso, Texas. Senior Resident Project Representative - Performed daily project inspections, construction coordination, testing verification, progress reviews, RPR coordination and supervision, and RPR training.
- Jonathan Rogers Water Treatment Plant 42-inch Transmission Construction Phase Services, El Paso, Texas. Senior Resident Project Representative - Performed daily project inspections, construction coordination, testing verification, progress reviews, RPR coordination and supervision, and RPR training.
- Lee Trevino Drainage Improvements Phase I CPS, El Paso, Texas. Resident Project Representative - Observed construction activities, reviewed project design drawings, specifications and submittals. reviewed testing of construction components. Coordinated with Owner, Engineer and Contractor to

## Lower Rio Grande Public Water Works Authority

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resolve problems encountered and suggest resolutions. Recorded Contractor's work activities and reviewed monthly progress payment quantities for accuracy. Tracked construction progress for schedule comparisons and compiled monthly progress reports.

- Lower Valley Water District Authority EDAP Phase III CN Common Water and Sewer Facilities, El Paso, Texas. Senior Resident Project Representative - Performed daily project inspections, construction coordination, testing verification, progress reviews, RPR coordination and supervision, and RPR training.
- Marfa Water and Wastewater Facility Plan, EA & Step 2 Document, Marfa, Texas. Resident Project Representative - On-site observation of construction activities. Documented daily progress and tests.
- Mesa Hills Interceptor Construction Period Services, El Paso, Texas. Senior Resident Project Representative - On-site observation of construction activities. Documented daily progress and tests.
- TxDOT - EPWU Resler Drive Extension Construction Phase, El Paso, Texas. Senior Resident Project Representative - On-site observation of daily construction activities. Documented daily progress and tests.
- Upper Valley Water Treatment Plant Transmission Main Phase II Construction Period Services, Canutillo, Texas. Senior Resident Project Representative - On-site observation of daily construction activities. Documented daily progress and tests.
- Vinton Water and Sewer Facility Plan, Vinton, Texas. Resident Project Representative - On-site observation of daily construction activities. Documented daily progress and tests.
- West El Paso Line C Sewer Construction Phase Services, El Paso, Texas. Senior Resident Project Representative - On-site observation of daily construction activities. Documented daily progress and tests.
- Westway Booster Pump Station Upper Valley Water Treatment Plant Phase III CPS, El Paso, Texas. Resident Project Representative - On-site observation of daily construction activities. Documented daily progress and tests.

**PROJECT SUMMARIES**

**Artcraft No. 1 Booster Station CPS**

*El Paso, TX*

El Paso Water Utilities hired PSC to perform Construction Phase Engineering Services.



**Canutillo Wells Phase I Surface Facilities**

*El Paso, TX*

This project was to construct surface facilities at four new well sites, and to construct a well water collection system that would allow the new wells to be placed into service.

Facilities at each well site consisted of a “Vandal Resistant” well house with removable roof and wall sections to allow unencumbered access to the well pump and motor. The well house also included an air-conditioned electrical room to house the motor VFD, SCADA equipment, an Uninterruptible Power Supply, lighting transformer, and distribution panels. Other well site facilities included blow-off ponds, new on-site service roadways, instrumentation and control devices, and site piping with associated valves and meters. Two all-weather roadways were also constructed to provide access to two of the well sites.



The well water collection system consisted of 5,660 linear feet of 48-inch diameter pipe that was tied into an existing 48-inch diameter pipe. A 60-inch diameter steel casing, 127 linear feet in length, was installed by open-cut methods across Vinton Road and an adjacent irrigation lateral. Isolating 48-inch butterfly valves, blowoff valves, access manways, and combination air valves were also required for the well water collection system.

Construction of the facilities of this project required dewatering activities due to the high level of groundwater. The project also included the construction of an earthen berm around the location of a future well site.



### **Columbus Guaderrama Water Well Improvements**

#### **Columbus, NM**

This project included a new submersible pump in a rehabilitated well. An adjustable speed drive was utilized to provide discharge pressure control. The well discharge was piped into an existing reverse osmosis plant 2 miles away to provide a backup supply source for the town of Columbus. Remote control of the well from the RO plant is accomplished with a set of I/O radios. These I/O radios allow seamless control of the well VFD from the RO plant PLC. Also included in this project was the replacement of existing hardwired “telephone” Tank Level status to the RO plant with a solar powered I/O radio.

### **Columbus Water Distribution System Improvements**

#### **Columbus, NM**

PSC was contracted by the Village of Columbus through NMED funding in 2008 to model the water system and recommend improvements. The initial task was to gather the data required to model the system. We reviewed record drawings, conducted field investigations and interviewed the Village staff to develop the model. The model was completed in H2OMAP Water using existing conditions. Model runs were also developed to account for future growth where capital improvements over the next 20-years were identified. The major findings of the modeling were that the majority of the Village did not have adequate fire protection.



Associated with modeling efforts, the Village needed to replace old undersized steel and iron lines because they were reacting with the RO Plant that was recently put into operation. We used the model to identify new line sizes for the replacement project.

The line replacement had its own challenges as we began the design phase. The existing lines were mostly located in alleys which also had supported sewer, phone, and power lines. Due to the funding source, we could not relocate any of the service meters so the new lines had to be installed in the alleys alongside the existing lines. This created an issue with the water / sewer separation. To overcome this issue, PSC worked with NMED and specified fused high density polyethylene lines to replace the existing lines. The fused pipe does not have any joints and was installed so that the water line was always higher than the existing sewer line. Under this project, we installed about 19,000 linear feet of new 6-inch HDPE, and about 3,000 linear feet of 8 and 12-inch HDPE. We also installed 65 new gate valves that gave the Village more flexibility in their system and 64 fire hydrants to improve fire protection.

In addition to the line work identified in the modeling effort, we also identified an area on the western edge of the Village that experienced low water pressures. At the same time, the Deming School District was nearing completion of the new Columbus Elementary School. As the school initiated their fire flow system, they realized that the existing service pressure was not sufficient. We worked diligently with the school, the Village, NMED, suppliers, and contractors to come up with a solution to meet the school's needs in time to open the school. The solution was to install a hydropneumatic system at the school site. This system was designed not only to serve the school, but also the surrounding area of the Village by creating a new pressure zone. The challenge was to get the system designed, approved, and constructed so that the school could be opened. From the initial meeting to develop the design to the time the hydropneumatic station became operational was about five months. We worked with suppliers to pre-order equipment, shipped it to the prefabricated building manufacturer that then set the equipment in the building. This was being completed concurrently with installing the line work and completing the site work for the new hydropneumatic station. After installation of the station, the school was successfully able to test their fire system and occupy the school. This project was also featured on the front page in December's edition of the New Mexico Finance Authority newsletter.

### **El Paso Combined Well Field**

#### *El Paso, TX*

The Expansion of the Canutillo Well field and Associated Collector Lines Project is a multi-faceted project that incorporates several associated phases, which will result in increased well field production capacity. The project is to be completed through three phases of construction in which four new wells will be provided in each phase.

As the project progressed, PSC was asked to also develop a "Utility Easement Master Plan" for the well field area, to identify routing requirements for all proposed piping being considered by various planning documents for installation in the area. This includes source and product water piping for a new water treatment plant, well water collection piping, natural gas pipelines, and water and wastewater piping to serve future residential development. Consideration was also given to electrical power transmission lines and existing underground telephone communication cabling. The study's result recommended that the Utility acquire property for a utility corridor to be provided for installation of the various pipelines northward from the Canutillo Booster Station to the proposed location of the new treatment plant. The width of the corridor varies from 110 feet to 55 feet. The Utility has initiated land acquisition activities related to this corridor since the publication of the study.

Expansion of the well water collection line is to be placed within the new pipeline corridor. Design for the first phase of construction of the well water collection line is nearing completion and will soon be ready to advertise for bids. The collection line consists of 5,660 feet of 48-inch diameter pipe that will have to

## **Lower Rio Grande Public Water Works Authority**

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be installed using dewatering techniques to lower the level of groundwater, including coordination with EPCWID #1. The construction will also require installation of pipe casing at a crossing of an irrigation lateral and adjacent county road.

### **EPWU Artcraft No. 2 & 3 Reservoirs and Access Driveway**

#### *El Paso, TX*

This project consisted of the design, bid and construction phase services for three, two million gallon potable water ground storage reservoirs, grading and drainage of two separate reservoir sites, 5,000 linear feet of 24-inch transmission main and 5,000 linear feet of 40 feet wide paved access roadway across undeveloped mountainous terrain with major arroyo crossings. All improvements had to be closely coordinated with area developers during both design and construction to meet schedule requirements.

### **Upper Valley Water Treatment Plant Product Water Line and Well Collector Line Phase I Construction Period Services**

#### *Canutillo, TX*

On January 22, 2001 the EPA changed the law on the allowable levels of arsenic in drinking water from 50 ppb to 10 ppb. All water supply entities had to come into compliance with this new standard by January 23, 2006. Some of the arsenic levels, in the wells of the Canutillo Tom Cliett Well Field, are above the 10 ppb threshold so the water from the well field has to be conveyed to an arsenic treatment facility prior to distribution to the customers. The El Paso Water Utilities constructed an arsenic treatment facility and it is called the Upper Valley Water Treatment Plant (UVWTP). A new pipeline was needed to transport all the water from the well field to the UVTWP and then another new pipeline was needed to transport treated water from the plant to the Canutillo Reservoir and Booster Station for distribution to El Paso.

Phase I of these projects consisted of installing roughly 19,440 linear feet of 60-inch product water line and 3,310 linear feet of well collector line. Mortar lined steel pipe with a polyurethane coating was one of the approved pipe types chosen by the Contractor. The pipeline is cathodically protected utilizing galvanic ribbon anodes installed at the corner points.

### **Upper Valley Water Treatment Plant Transmission Main Phase II Construction Period Services**

#### *Canutillo, TX*

This project was the companion project to the Upper Valley Water Treatment Plant Product Water Line and Well Collector Line Phase I. This project consisted of design and construction phase services for approximately 9,238 linear feet of 60-inch mortar lined, polyurethane coated steel water transmission pipeline. The pipeline is cathodically protected with galvanic ribbon anodes installed at the pipe corners.



# Randy (Wayne) Perdasofpy

P.O. Box 1202  
Aztec, New Mexico 87410

[wperdasofpy@yahoo.com](mailto:wperdasofpy@yahoo.com)

505/320-3889 - Phone  
505/402-3567 - Phone

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## QC INSPECTOR

As an experienced QC Inspector, I have worked on a diversified scope of projects and environments...inclusive of industrial, commercial and residential applications. This has enabled me to acquire the knowledge and skills necessary to oversee and implement needed details in accordance with safety and technical specifications in alliance with any change orders received throughout a project. I recognize the importance of completing a project in a timely manner and am able to handle any task as set forth. I continue to work towards additional certifications to progress in my career, and maintain a keen interest and aptitude for the industrial sector.

## CERTIFICATIONS

Aggregate Laboratory Technician/Federal Highway Administration - 04-09-01  
American Concrete Institute - 02-03-01 and UBC Cert/Asbestos Cert

## JOB HISTORY

**Dyron Murphy Architect PC**  
**Albuquerque NM**

**QC Inspector , 4- 13 -1211 to present :**

**QC inspection on a New Government School in Sanostee NM ,**

**Conducting daily Inspection on Earth work of building Pad , excavation and placement of water and sewer services and back fill and compaction . Excavation to building footing , rebar , form setting on post tension cable placement . Concrete placement . Exterior rough framing , CMU block placement and concrete grout placement . Rough metal roof decking and roof insulation and vynal roofing , Rough and finished : mechanical , plumbing , electrical placement and testing .**

GEO Mat  
Farmington NM

QC Inspector , Testing concrete on Tes NosPos School – April 17 , 2010

Construction renovation on a Government School , monitoring concrete placement and testing , soil prepping and testing of side walks and basket ball courts . excavation of water and sewer trench and pipe placement and back fill and compaction and testing .

**Contract QC Inspector and Supervisor – May 23, 2008 – August, 2008**  
**Pro Energy Services, Sedalia, MO**

**Brawley, CA**

Inspection on Geo Thermo Electrical Power Plant. Installation of underground 350 and 750 kV electrical services to high and low electrical panel controls. Installation of electrical cable trays to cooling towers and generators. Cable tray supports to generator and control panels. Review plans and construction documents, and monitor daily field work activities. Prepare daily reports and turn-over packages on switch yard and generator units.

**Contract QC Inspector and Supervisor - September 15, 2007 - March, 28, 2008**  
**Ramcon Industries Inc., Torrance, CA**

**Torrance CA**

Daily field inspection on Civil Construction of new Twin Desalter Unit at Exxon Mobil Oil Refinery. Excavation of structural foundation and Pylon placements per drawing specs. Concrete placement and structural steel reinforcement. Review shop drawings specs and weekly and monthly meeting with Jacobs Engineering Staff.

**Contract QA/QC - February 22, 2007 - July 19, 2007**  
**Irwin Industries, Long Beach, CA**

**Stanton, CA**

In charge of equipment and construction inspections for a General Electric LM 6000 simple cycle gas turbine grassroots power project designed to eliminate electrical “brown outs” for area by supplementing the main power grid during peak hours of demand. Responsibilities include sub-grade preparation - over excavation and backfill compaction; preparation of daily field reports and daily interface with superintendents.

**Contract QC - November 9, 2006 - January 19, 2007**  
**Schmueser & Associates, Rifle Colorado - Phillip Stroppel, Manager**

**Gillette, Wyoming**

Quality Control Specialist on Belle Ayr Mine Project, coal crusher – coal distribution tower and 3-mile long conveyor system. Responsibilities include daily recording of placement in all phases of construction. Record all material of shipment arrivals and storage locations. Kept update of shop drawing on all phases of work and expedite drawing to field. Superintendents and field foreman’s conduct weekly safety meeting

**Contract QC - March 2004 - September 2006 - Specific locations and responsibilities detailed below**  
**David Sloan, Architects, PC, 8008 Pennsylvania Circle, NE, Albuquerque, NM 87106**

**David Sloan Architects - April 13, 2006 - September 12, 2006 Kayenta Group Homes, Kayenta, AZ**  
Provide day-to-day construction observation. Inspection services on 4700 sq ft. structure. Rough plumbing concrete footing and slab, framing, electrical, and HVAC. Interior drywall, painting, plumbing, HVAC, electrical, floor covering, interior & exterior doors, trim & finishing. Exterior stucco, insulation interior & exterior. Exterior roof decking and vinyl roofing. Final inspection and punch items.

**David Sloan Architects - August, 2006 Tuba City Indian Health Service, Tuba City, AZ**  
Facility inspection of two structures: (1) 98,000 sq. ft. and (2) 120,000 sq ft. Exterior: stucco 18x20x12 block. Built up roofing/ vinyl roofing & fire system. Interior electrical, plumbing, fire alarm system, HVAC, heating & cooling system. Dry wall, painting, ceiling, fixtures, floor covering, window and trim, doors and trim cabinets, counter tops and phone systems.

**Randy (Wayne) Perdasofpy**

**Page 2**

**David Sloan Architects - July 10, 2006 - July 14, 2006 Winslow Indian Health Service, Winslow, AZ**  
Structural inspection on 90,000 sq ft hospital. Exterior structure: stucco, adobe, and brick. Interior: framing, dry wall, floor covering and cove base, ceiling, painting, electrical fixtures, HVAC system, plumbing and trim. Interior stairs, railing, loading and fire alarm system.

**David Sloan Architects - March 2004 - December 2004 Visitor Center, Fort Sumner, New Mexico**  
Provide daily construction observation services. Kept daily log of all information and construction activity pertaining to the project, ensuring contractor compliance to specifications, which included earthwork, concrete placement, rough and finish framing, plumbing, HVAC floor cover, drywall, and electrical work.

**Contract QC - September 2003 - March 2004**  
**Oen-Miller & Associates, Inc., P.O. Box 1967, Moriarty, NM**  
Infrastructure for 16-unit housing project – Independent contractor providing day-to-day observation services of construction activities. Kept daily log of all activities pertaining to the project, ensuring compliance to specifications. Earthwork – excavation and utility infrastructure

**Contract QC - May 10, 2001 - July 1, 2003**  
**Speedie and Associates, 3830 East Huntington Drive, Flagstaff, AZ 86004**  
Performed variety of routine technical tasks in sampling and testing of earth material, concrete and asphalt for FNF Construction on the New Mexico State highway 44. Duties include field densities on compaction, rice testing on asphalt, and sieve analysis on burn-off asphalt aggregate. Provide quality control inspection on placement of concrete on guardrails, bridges, retaining walls, slope blankets, headwalls and drop inlets.

**Contract QC - March 12, 2000 - May 7, 2003**  
**AMEC, 2060 Afton Place, Farmington, NM 87401**  
AMEC contracted to Bureau of Indian Affairs, Branch of Roads for materials testing on construction of N9, from Chinel to Tsaille, AZ. Perform field densities on compaction and QC on milling and asphalt placement, and check grade (string line). AMEC also contracted with Kayenta, AZ. Perform slump, air, and unit weight tests on concrete foundation. Lab analysis and general inspection of contractors operation on all phases of standardized construction, involving earthwork, excavation, concrete placement, rough framing, plumbing, HVAC, finish carpentry, floor covering, drywall, cabinetry, etc. Interpret drawing & specs for block and stick-built construction. Confirm with contractor's rep regarding contract requirements, work plans scheduling and accomplishments assuring mutual understanding. Inspect contractor work practices for adherence to safety standards and advise of unsafe conditions and/or deficiencies. Review change orders, pay requests; prepare daily inspection reports.

**Contract Project Inspector - April 17, 1998 - September 28, 1999**  
**Mescarlero Apache Housing Authority, Meckler, NM - Architect: David Sloan – Albuquerque, NM**  
Prime Contractor: Scourers Construction, Albuquerque, NM  
Project: 32 Units See Job Description above.

**Contract Project Inspector - June 1997**  
**Santo Domingo Pueblo Housing Authority, Santo Domingo, NM - Architect: Tsa-Lo-Ghi, Bismarck, ND**  
Prime Contractor: Gerald Martin Construction Company, Albuquerque, NM  
Project: 71 Units Daily Inspection: Reports, Review Change Orders, Pay Requests

**Project Superintendent - November 1996 - December 1997**

Dine Be Gahn Construction Company, Window Rock, AZ - Mr. Don Lasley, Contractor  
Project: 78 Units

**Additional Experience: Inspection Services and Project Administration – 1982 - 1996**

Inspection services and project administrator for both commercial and residential projects, inclusive of multi-unit housing and renovation projects in New Mexico, Arizona and Nevada. Was also involved in oxygen system renovation. Responsibilities include preparing Bid Proposals, Expediting Shop Drawings, Daily and Final Site inspections; Progress Meetings and Schedules; resolution of problems on job site.

**Other Activities** include breeding, raising and training horses for the competitive and rodeo sectors.

**EDUCATION:**

University of New Mexico, Albuquerque, NM - Medical Tech. – 1 Year  
Southwestern State University, Weatherford, OK – AA Degree

--- On **Wed, 7/25/07**, **George Droby** <[geomar1944@hotmail.com](mailto:geomar1944@hotmail.com)> wrote:

From: George Droby <[geomar1944@hotmail.com](mailto:geomar1944@hotmail.com)>

Subject: Reference for Wayne Perdasofpy

Date: Wednesday, July 25, 2007, 6:08 PM

To Whom It May Concern,

My name is George Droby and I worked with Wayne on a project for [Southern California Edison Power](#) in [Stanton, CA](#) for approximately six months. I was the Electrical Superintendent and Wayne was our QA/QC representative. Wayne is a conscientious worker and team player both in the office and on the jobsite. The project in [California](#) was on a fast track and the pace was frantic, but Wayne never wavered or missed a single day of work. I feel that Wayne would be an asset to any project.

Respectfully,  
George Droby  
(903) 316-1539

On **Wed, 7/25/07, Raymond Barnett** <[rlbarn@flash.net](mailto:rlbarn@flash.net)> wrote:

From: Raymond Barnett <rlbarn@flash.net>

Subject: Reference for Wayne Perdasofpy

Date: Wednesday, July 25, 2007, 10:03 PM

To Whom It My Concern,

Wayne worked with me at the Barre Project in [Stanton, CA](#); I was the Project Manager for this Project. I found Wayne to be a self-starter who needs little if any direction and is very knowledgeable in his craft; I would not hesitate to bring Wayne aboard on any future Project I am associated with. I can be reached at [281-659-6782](tel:281-659-6782) if you have any further questions. Thank You.

Respectfully,

Raymond (Rusty) Barnett

[rlbarn@flash.net](mailto:rlbarn@flash.net)

Stephen Y. Marr  
Home address:  
33 Medinah Drive  
Reading, PA 19607

July 27, 2007

To Whom It May Concern:

I am pleased to write this letter of recommendation for Mr. Wayne Perdasofpy. As PMT construction manager, I worked with Wayne for four (4) months, in the course of the fast track 50 MW Southern California Edison SCEP Energy Project in Stanton, CA. During that time, I found Wayne to be diligent and attentive to detail, with a strong appreciation for safety.

I am pleased to recommend Wayne, and am confident he would be an asset to the success of any construction project.

Sincerely,

*-Stephen Marr*

Construction Manager - WorleyParsons  
SCEP Barre Site - Stanton, CA  
[stephen.y.marr@worleyparsons.com](mailto:stephen.y.marr@worleyparsons.com)  
(610) 855-2000

# Lower Rio Grande PWWA

## Operators Report

June 20, 2012

### System Problems and Repairs.

- Backflow inspections are current.(Mesquite District)
- Sewer tank inspections are current.(Mesquite District)
- No major problems with the Lower Rio Grande system.
- 3 new services in the Berino district.
- 2 new services in the Desert Aire.
- 1 new services in La Union.
- 2 new services in the Mesquite district.
- Mike and JJ were in Ruidoso on 6/12-6/22/2012.
- We have had problems with well #6.
- We have had problems with the well in desert Aire.
- We caught a home owner taking water from a hydrant, without a hydrant meter in Desert Aire.
- We had 3 small water leaks in North side and 5 small leaks in the south side.
- We continue to have sewer problems in the north side.

**NMED:** Monthly Bac-T-Samples have been taken for the Lower Rio Grande PWWA, La Union, Desert Aire, and Butterfield Park.

**Mesquite district Wetlands:** wetlands have been working fine.

**Chlorine:** No problems with Chlorine this month.

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

**Lower Rio Grande Public Water works Authority  
Resolution Number 2012-12  
Open Meetings Act Resolution for FY2012-2013**

**WHEREAS**, the Lower Rio Grande Public Water Works Authority Board of Directors met in regular session at its Vado Office, 325 Holguin Road, Vado New Mexico on Wednesday, June 20, 2010 at 9:00 a.m. as required by law; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Lower Rio Grande Public Water Works Authority Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFOR, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority Board of Directors that:

1. All meetings shall be held at the Vado Office of the Lower Rio Grande Public Water Works Authority located at 325 Holguin Road, Vado New Mexico or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the third Wednesday of the month at 9:00 a.m. The agenda will be available at least twenty-four hours prior to the meeting from the office of each Lower Rio Grande Public Water Works Authority Office. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by the President or a majority of the Directors upon three (3) days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.



4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Lower Rio Grande Public Water Works Authority Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or a majority of the Directors upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, and location is placed in the customer lobby of each Lower Rio Grande Public Water Works Authority office. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.

6. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted in the offices of the founding entities. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. In addition to the information specified above, all notices shall include the following language:

*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 Mesquite office of the Lower Rio Grande Public Water Works Authority at 575-233-3947, by mail at 325 Holguin Road, Vado NM 88072, or in person at 215 Bryant, 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 Mesquite office if a summary or other type of accessible format is needed.*

8. The Lower Rio Grande Public Water Works Authority Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirements under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Lower Rio Grande Public Water Works Authority Board of Directors taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable

specificity in the motion to close and the vote of each individual Director on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the Lower Rio Grande Public Water Works Authority Board of Directors is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the Directors and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Lower Rio Grande Public Water Works Authority Board of Directors in an open public meeting.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 20<sup>th</sup> day of June, 2012.

Seal:

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Robert Nieto, Chairman

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John Holguin, Vice-Chairman

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Santos Ruiz, Secretary

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Rosaura Pargas, Director

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Blanca Martinez, Director & Acting Secretary

## Lower Rio Grande Public Water Works Authority

### Board of Directors Meetings 2012-13 Junta de la Mesa Directiva 2011-12

The Lower Rio Grande PWWA Board will meet the **third Wednesday of the month at 9:00 a.m. at the Vado Office, 325 Holguin Road, Vado, New Mexico.** Agendas will be available at the office twenty-four hours prior to the meeting at each Authority office.

***La Mesa Directiva de Lower Rio Grande PWWA tendrán su junta el tercer miércoles a las 9:00 a.m. en la oficina de Vado, 325 Holguin Road, Vado, New Mexico. Agendas serán disponibles en la oficina veinticuatro horas antes de la junta.***

Regular meetings are scheduled for the following dates:  
*El horario del las juntas regulares son las siguientes:*

9:00 a.m. July 18, 2012	9:00 a.m. 18 de Julio 2012
9:00 a.m. August 15, 2012	9:00 a.m. 15 de Agosto 2012
9:00 a.m. September 19, 2012	9:00 a.m. 19 de Septiembre 2012
9:00 a.m. October 17, 2012	9:00 a.m. 17 de Octubre 2012
9:00 a.m. November 21, 2012	9:00 a.m. 21 de Noviembre 2012
9:00 a.m. December 19, 2012	9:00 a.m. 19 de Diciembre 2012
9:00 a.m. January 16, 2013	9:00 a.m. 16 de Enero 2013
9:00 a.m. February 20 2013	9:00 a.m. 20 de Febrero 2013
9:00 a.m. March 20, 2013	9:00 a.m. 20 de Marzo 2013
9:00 a.m. April 17, 2013	9:00 a.m. 17 de Abril 2013
9:00 a.m. May 15, 2013	9:00 a.m. 15 de Mayo 2013
9:00 a.m. June 19, 2013	9:00 a.m. 19 de Junio 2013

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 office of the LRGPWWA at 575-233-3947, by mail at 325 Holguin Road, Vado NM 88072, or in person at 215 Bryant, 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 Mesquite 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 lame ha la oficina LRGPWWA Mesquite at 575-233-394, correo 325 Holguin Road, Vado NM 88072., o en persona 215 Bryant, Mesquite, NM una semana antes de la junta o en cuanto posible. Documentos públicos, incluyendo la agenda y minutos, están disponibles en varios formatos. Por favor opóngase en contacto con la oficina LRGPWWA Mesquitesi un resumen o otro tipo de forma accesible es necesario.*

**ORGAN  
WATER SEWER ASSOCIATION  
&  
LOWER RIO GRANDE PUBLIC WATER WORKS  
AUTHORITY**

**MERGER PLAN**

**Adopted June 19, 2012 by Organ W&SA**

**Adopted June 20, 2012 by Lower Rio Grande PWWA**

**JOINT RESOLUTION NUMBER FY2012- #01**  
**OF**  
**ORGAN WATER AND SEWER ASSOCIATION**  
**AND**  
**JOINT RESOLUTION NUMBER FY2012-04**  
**OF**  
**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
  
**APPROVING THE MERGER PLAN**

WHEREAS, a majority of a quorum of the membership of Organ Water and Sewer Association, on June 12, 2012, voted to approve the merger of their Association, including assets and liabilities, into the Lower Rio Grande Public Water Works Authority (“Authority”) as the successor entity;

WHEREAS, the Board of Directors of the Lower Rio Grande Public Water Works Authority adopted this Resolution approving and accepting the merger plan on June 20, 2012;

WHEREAS, the Board of Directors of the Butterfield Park Mutual Domestic Water Consumers and Mutual Sewage Works Association adopted this Resolution approving and accepting the merger plan on June 19, 2012;

WHEREAS, the Sanitary Projects Act, Section 3-29-20.1 NMSA 1978, in providing for the merger of two or more Associations, requires that the Board of Directors of each Association approve a Plan of Merger;

WHEREAS, NMSA 1978 73-26-1, the legislation creating the Lower Rio Grande Public Water Works Authority, requires that all functions, appropriations, money, records, equipment, and all personal property and real property, including water rights, easements, permits, and infrastructure, as well as all encumbrances, debts, and liabilities, pertaining to or owned by the merging entities shall be transferred to the Authority;

BE IT THEREFORE RESOLVED, that the following PLAN OF MERGER is hereby adopted as follows:

I. Names of Entities to Merge:

The Organ Water and Sewer Association, whose membership has approved a merger (herein after called the “Association”), located Doña Ana County, New Mexico.

The Lower Rio Grande Public Water Works Authority, whose board of directors has approved a merger, (herein after called the “Authority”) located in Dona Ana County, New Mexico.

II. Terms and Conditions of Merger:

Upon approval and acceptance by the Lower Rio Grande Public Water Works Authority, the merging Association will immediately commence the process of merger into the Authority.

Conditions include but are not limited to the following:

- A. Transition of Membership Accounts to the Authority.
1. All members/customers of the merging association shall continue to receive service and are entitled to representation in the governance of the Authority.
  2. The Association will provide the Authority, the most current list of all customer/member accounts with all contact information, identifying the following:
    - a. Voting Members
    - b. Active users
    - c. Non-active users
    - d. Non-residential accounts – commercial, institutions, churches
    - e. A waiting list, if applicable
    - f. A list of any suspected illegal connections that are connected illegally to its system
    - g. A Delinquent Accounts list, to include, the amount due and time of arrears in increments of 30, 60, days and those over 120 days.
- B. Provide a list of current board members, positions/officers, term, and expiration of term.
1. The Association shall provide an organizational chart and a list of employees. The Association and the Authority will develop a plan for joint use of staff, to facilitate the transfer and retention of employees transitioning from one public employer to another.
  2. A current list of employees will be provided by the Association.
  3. The Authority and Association will develop an employee transfer and retention plan. Employee transfer and retention shall be based on the need of the Authority for that position and the employee eligibility and qualification.
  4. All transferred employees shall become employees of the Authority and shall be subject to its Personnel Policies and Procedures.
- C. Upon the transfer of employment, the Association shall provide the Authority with employment records of each employee transferred. Time in service with the Association shall count as time in service with the Authority.
- D. The Association's assets must be transferred or assigned including infrastructure and non-infrastructure items such as real property/buildings/land, office equipment, tools, vehicles, machinery will be listed as follows: Real property will be transferred by Warranty Deed, and all easements, rights-of-way, permits, and all other property by Quit Claim Deed
1. The Authority's Asset Management Plan shall be amended to include all of the Association's assets and infrastructure and their current condition, present value and replacement value.
  2. The Authority is responsible for integrating the Association's Asset Management Plan.
  3. Transfer of Real Property:
    - a. The Association shall initiate a title search and provide a current list of real property and a list of permits, licenses, easements, leases, and rights of way to the Authority.

- b. The Authority shall assist the Association in developing the documents necessary for the transfers.
- 4. Transfer of Office Equipment:
  - a. The Association shall provide a current list of office equipment to Authority.
  - b. The Authority shall assist the Association in developing the documents necessary for the transfer.
- 5. Transfer of Tools/Vehicles/Machinery:
  - a. The Association shall provide a current list of tools/vehicles/machinery to Authority.
  - b. The Authority shall assist the Association in developing the documents necessary for the transfers.
  - c. The Association shall transfer its business records to the Authority
- E. The Association shall complete a financial plan prior to the merger to include an annual budget, reserves, rates, an income and equity statement, balance sheet, and a comprehensive list of liabilities and assets.
- F. Existing public/agency funding and debt issued in the name of the Association shall be transferred and assigned to the Authority in accordance agency/bank procedures.
- G. All bank account balances and monies of the Association shall be transferred and assigned to the Authority. However, monies in reserve funds dedicated to specific employee accounts that cannot be assumed by the Authority shall be retained until transferred out of the merging Association's control.
- H. The Association shall change the ownership of its individual water rights to the Authority according to the regulations of the Office of the State Engineer. The Forty (40 Yr.) Year Water Plan for the Authority and the East Mesa Water Consortium shall be modified accordingly.
- I. The interconnection of water lines and other infrastructure of the Association with the Authority shall be based on feasibility and the ability to protect public health.
- J. The Association, in partnership with the Authority, shall keep its members informed of the transition process.

### III. Manner and Basis for Assuming Obligations

- A. Until the Authority assumes governance over the Association, the Association shall:
  - 1. Continue to govern under their existing Articles, Bylaws, Rules and Regulations, policies and procedures including budget, rates, fees, reserve funds;
  - 2. Manage personnel;
  - 3. Manage and operate all system infrastructures;
  - 4. Comply with applicable state and federal requirements; and
  - 5. Prepare for the merger of its Association into the Authority. The merger of each Association into the Authority shall include:

- a. Develop and approve a Merger Plan;
- b. Provide notification to its members, regulatory and funding agencies, and other affected parties;
- c. Appoint one designated and one alternate board member to the Authority's Board of Director until elections are held; and
- d. Existing Association Board Members who are not appointed to the Authority's Board shall constitute and serve the remainder of their terms as the Authority's Community Advisory Group.

- B. Once the Authority assumes governance over the Association, it shall:
  - 1. Assume management, operation, and maintenance of the business of the Association;
  - 2. Commence redistricting in order to provide all members with equal representation on the Authority Board of Directors.

The signatories hereto agree and acknowledge that this Plan of Merger was negotiated and developed jointly. **IN WITNESS WHEREOF**, the parties hereto have set their hands and seals by their duly authorized officers, agents or representatives, effective as of the date and year written below.

**THE BOARD OF THE ORGAN WATER and SEWER ASSOCIATION**

By:

\_\_\_\_\_

Clyde Williamson, President

Date

**SEAL:**

**ATTEST:**

\_\_\_\_\_

Dennis Remley, Secretary/Treasurer

Date

**THE BOARD OF THE LOWER RIO GRANDE PUBLIC WATER WORKS  
AUTHORITY**

By:

\_\_\_\_\_

Roberto Nieto, Chairman

Date



**SEAL:**

**ATTEST:**

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Acting Secretary

Date

EXHIBIT 1-O-1  
Fair Housing Proclamation

# *Proclamation*

**WHEREAS**, *fair and equal housing is a right guaranteed to all Americans; and*

**WHEREAS**, *the principle of fair and equal housing is a fundamental human entitlement; and*

**WHEREAS**, *all citizens have the right to live where they choose within their financial means; and*

**WHEREAS**, *people must not be denied housing because of race, color, religion, sex, national origin, handicap or familial status; and*

**WHEREAS**, *we must, as individuals, assure equal access to housing for all in our communities; and*

**WHEREAS**, *the Lower Rio Grande Public Water Works Authority acknowledges the importance of assuring fair and equal treatment to all citizens;*

**NOW, THEREFORE I**, *Roberto M. Nieto, Board President, do hereby proclaim (Date), 2012 as:*

***“Fair Housing Day”***

*Dated this 20th day of June, 2012*

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*Roberto M. Nieto, Board President*

**EXHIBIT 1-O-2  
Fair Housing Assessment**

**FAIR HOUSING SELF ASSESSMENT  
STATE OF NEW MEXICO COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM**

**COMMUNITY OF: Lower Rio Grande Public Water Works Authority  
encompassing Mesquite, La Mesa, Vado, Del Cerro, Berino, Las Palmeras,  
Montana Vista & Joy Drive Subdivision communities**

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

Yes  No

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes  No  N/A

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

Yes  No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

<b>Problem Area</b>	<b>Very Serious</b>	<b>Serious</b>	<b>Moderate</b>	<b>Not a Problem</b>
<b>Color</b>			<b>x</b>	
<b>Familial Status</b>			<b>x</b>	
<b>Handicap</b>			<b>x</b>	
<b>National Origin</b>			<b>x</b>	
<b>Race</b>			<b>x</b>	
<b>Religion</b>			<b>x</b>	
<b>Sex</b>			<b>x</b>	

5. Does your community contain any subsidized housing units?

Yes

No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes

No

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes

No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes

No

9. Is information available to you that lists major local employers by type and the number of people employed within your community by salary and racial group?

Yes

No

10. Is there public transportation available in your community?

Yes

No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes

No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes

No

13. Has your community participated in the CDBG program prior to 1993?

Yes

No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes

No

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Signature of Authorized LRGPWWA Official

Date

**Lower Rio Grande Public Water Works Authority**  
**Resolution Number FY12-13**

A RESOLUTION ADOPTING REGULATIONS REGARDING THE PROCUREMENT PROCESS OF THE AUTHORITY PURSUANT TO THE REQUIREMENTS OF THE PROCUREMENT CODE (BEING SECTIONS 13-1-28 TO 13-1-199 NMSA 1978 AS AMENDED) AND PUBLIC WORKS CONTRACTS (BEING SECTIONS 13-4-1 TO 13-4-43 NMSA 1978 AS AMENDED)

WHEREAS, the purpose of this Resolution is to adopt regulations to translate or define the general and specific requirements of the Procurement Code; and

WHEREAS, the purposes of the Procurement Code are to provide for the fair and equitable treatment of all persons involved in public procurement to maximize the purchasing value of public funds and to provide safeguards for maintaining a procurement system of quality and integrity; and

WHEREAS, the Board of Directors may adopt regulations through resolution to effect the powers and duties granted by NMSA 1978 73-26-1.

NOW, THEREFORE, BE IT RESOLVED by the Lower Rio Grande Public Water Works Authority that aforementioned regulations have been and are the purchasing processes to be utilized by all officers and employees of the Lower Rio Grande Public Water Works Authority in the procurement of tangible personal property, services, and construction.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 20th day of June, 2012.

\_\_\_\_\_  
Roberto Nieto, Chairman

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

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

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

\_\_\_\_\_  
Santos Ruiz, Secretary - ABSENT

**Lower Rio Grande Public Water Works Authority  
Resolution Number FY12-14**

**A RESOLUTION ADOPTING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN**

**WHEREAS**, the purpose of this Resolution is to adopt a Community Development Block Grant Program Citizen Participation Plan; and

**WHEREAS**, the purposes of the Citizen Participation Plan are provide for and encourage citizen participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income; and

**WHEREAS**, the Board of Directors may adopt regulations through resolution to effect the powers and duties granted by the NMSA 1978 73-26-1;

**NOW, THEREFORE, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority that the aforementioned Citizen Participation Plan has been and is the process to be utilized by all officers and employees of the Lower Rio Grande Public Water Works Authority in providing citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 20th day of June, 2012.

\_\_\_\_\_  
Roberto Nieto, Chairman

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

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

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

\_\_\_\_\_  
Santos Ruiz, Secretary - ABSENT

# EXHIBIT 1-P CITIZEN PARTICIPATION PLAN

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

### Introduction

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, the Lower Rio Grande Public Water Works Authority has prepared and adopted this Citizen Participation Plan.

### Objective A

The Lower Rio Grande Public Water Works Authority will provide for and encourage citizen participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income. *Action items:*

1. *Adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of City/County upcoming meetings, actions and functions.*
2. *Develop press releases on Lower Rio Grande Public Water Works Authority meetings, actions and hearings and circulate to newspapers, radio and television media.*
3. *Develop and maintain listing of groups and representative of low and moderate income persons, and include on mailing lists of announcements, notices, press releases, etc.*

### Objective B

The Lower Rio Grande Public Water Works Authority will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds. *Action items:*

1. *Public notices, press releases, etc., should allow for a maximum length of notice to citizens.*
2. *Appropriate information and records relating to the proposed and actual use of CDBG funds must be available upon request to all citizens. Personnel and income records may be exempted from these requirements.*
3. *Meetings, hearing, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.*



### Objective C

The Lower Rio Grande Public Water Works Authority will provide technical assistance to groups and representatives of low and moderate income persons that request assistance in developing proposals. *Note: the level and type of assistance is to be determined by the Lower Rio Grande Public Water Works Authority. Action items:*

1. *Low and moderate income groups should be advised that technical assistance, particularly in the area of community development, is available from the Lower Rio Grande Public Water Works Authority upon request.*
2. *Document technical assistance provided to such groups and has documentation available for review.*

### Objective D

The Lower Rio Grande Public Water Works Authority will provide a minimum of two public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program. *Action items:*

1. *Advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.*
2. *Conduct a minimum of two public hearings:*
  - a. *One public hearing will be held to advise citizens of the program objectives and range of activities that can be applied for, and to obtain the citizen's views on community development and housing needs, to include the needs of low and moderate income people. This hearing will take place prior to the selection of the project to be submitted to the state for CDBG funding assistance.*
  - b. *A second public hearing will be held to review program performances, past use of funds and make available to the public its community development and housing needs, including the needs of low and moderate income families, and the activities to be undertaken to meet such needs.*
3. *Publish public hearing notices in the non-legal section of newspapers or in other local media or post notices in prominent places within the community on its website. Evidence of compliance with these regulations will be provided with each CDBG application, i.e., hearing notice minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation.*

### Objective E

The Lower Rio Grande Public Water Works Authority will provide timely written answers to written complaints and grievances within 15 working days where practical. *Action items:*

1. *Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.*

2. *Allow for appeal of a decision to a neutral authority.*
3. *File a detailed record of all complaints or grievances and responses in one central location with easy public access.*

#### Objective F

The Lower Rio Grande Public Water Works Authority will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate. *Action items:*

1. *Identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meeting and having briefing material available in the appropriate language.*
1. *Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.*

**Lower Rio Grande Public Water Works Authority  
Resolution Number FY12-15**

**A RESOLUTION ADOPTING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION  
ASSISTANCE PLAN**

**WHEREAS**, the purpose of this Resolution is to adopt a Residential Anti-displacement and Relocation Assistance Plan; and

**WHEREAS**, Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(d)(4)), Section 105(b)(16) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705(b)(16)), and implementing regulations at 24 CFR Part 42, specify that a grantee under the Community Development Block Grant must certify that it has in effect and is following a “residential Anti-displacement and relocation assistance plan”; and

**WHEREAS**, the Board of Directors may adopt regulations through resolution to effect the powers and duties granted by the NMSA 1978 73-26-1;

**NOW, THEREFORE, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority that the aforementioned a Residential Anti-displacement and Relocation Assistance Plan has been and is the process to be utilized by all officers and employees of the Lower Rio Grande Public Water Works Authority in a activities involving the use of CDBG funds that cause displacement as a direct result of demolition or conversion of a lower-income dwelling are subject to the requirements specified in the Plan..

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 20th day of June, 2012.

\_\_\_\_\_  
Roberto Nieto, Chairman

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

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

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

\_\_\_\_\_  
Santos Ruiz, Secretary - ABSENT

## Exhibit 1-R

### **Lower Rio Grande Public Water Works Authority** **Residential Anti-displacement and Relocation Assistance Plan**

#### I. Background/Introduction

Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(d)(4)), Section 105(b)(16) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705(b)(16)), and implementing regulations at 24 CFR Part 42, specify that a grantee under the Community Development Block Grant (CDBG) must certify that it has in effect and is following a “residential Anti-displacement and relocation assistance plan” (Plan). As a CDBG grantee, **the Lower Rio Grande Public Water Works Authority** must certify to State of New Mexico Department of Finance and Administration Local Government Division that it has and is following such a Plan.

The Plan must include three components: 1) one-for-one replacement requirements for lower-income housing units, 2) relocation assistance, and 3) a description of the steps **the Lower Rio Grande Public Water Works Authority** will take to minimize displacement.

#### II. Activities Covered by the Plan

All activities involving the use of CDBG funds that cause displacement as a direct result of demolition or conversion of a lower-income dwelling are subject to the requirements specified in the Plan. Activities for which funds are first obligated on or after September 30, 1988 are subject to the requirements specified in the Plan, without regard to the source year of the funds.

#### III. Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) governs displacement that directly results from acquisition, rehabilitation, or demolition of real property when federal funds are used. **The Lower Rio Grande Public Water Works Authority** Residential Anti-displacement and Relocation Assistance Plan is in no way intended to supercede the URA. CDBG assisted activities may still be subject to the requirements of the URA.

#### IV. One-for-One Replacement Units

All occupied and vacant occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with an assisted activity must be replaced with comparable lower-income units. Replacement lower-income dwelling units may be provided by any governmental agency or

private developer and must meet the following requirements:

- A. The units must be located within **service area of the Lower Rio Grande Public Water Works Authority** to the extent feasible, the units shall be located within the same neighborhood as the units replaced
- B. The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed in the units that are demolished or converted. The number of occupants who could have been housed in the units shall be in accordance with applicable local housing occupancy codes. The units may not be replaced with smaller units (e.g., a 2-bedroom unit with two 1-bedroom units), unless the **Lower Rio Grande Public Water Works Authority** has provided information demonstrating that such a proposed replacement is consistent with the needs assessment contained State of New Mexico Department of Finance and Administration Local Government Division HUD-approved Consolidated Plan.
- C. The units must be in standard condition and must at a minimum meet Section 8 Program Housing Quality Standards. Replacement lower-income units may include units brought from a substandard condition to standard condition if: 1) no person was displaced from the unit; and 2) the unit was vacant for at least 3 months before execution of the agreement between the **Lower Rio Grande Public Water Works Authority** and the property owner.
- D. The units must initially be made available for occupancy at any time during the period beginning 1 year before the recipient makes public the information required under Section F below and ending 3 years after the commencement of the demolition or rehabilitation related to the conversion.
- E. The units must be designed to remain lower-income dwelling units for at least 10 years from the date of initial occupancy. Replacement lower-income dwelling units may include, but are not limited to, public housing or existing housing receiving Section 8 project-based assistance
- F. Before the **Lower Rio Grande Public Water Works Authority** enters into a contract committing it to provide CDBG funds for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, the **Lower Rio Grande Public Water Works Authority** must make public and submit in writing to State of New Mexico Department of Finance and Administration Local Government Division the following information:
  - 1 A description of the proposed assisted activity;
  - 2 The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for lower-income dwelling units as a direct result of the assisted activity;
  - 3 A time schedule for the commencement and completion of the demolition or conversion;

- 4 The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the submission to State of New Mexico Department of Finance and Administration Local Government Division, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwellings units by size shall be submitted and disclosed to the public as soon as it is available;
- 5 The source of funding and time schedule for the provision of replacement dwelling units;
- 6 The basis for concluding that each replacement unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- 7 Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the needs assessment contained in the State of New Mexico Department of Finance and Administration Local Government Division Consolidated Plan.

G. The one-for-one replacement requirements may not apply if HUD determines, based on objective data, that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within **the service area of the Lower Rio Grande Public Water Works Authority**. In making such a determination, State of New Mexico Department of Finance and Administration Local Government Division will consider such factors as vacancy rates, numbers of lower-income units in the **service area of the Lower Rio Grande Public Water Works Authority** and the number of eligible families on the Section 8 waiting list

#### V. Relocation Assistance

Each lower-income person who is displaced as a direct result of CDBG assisted demolition or conversion of a lower-income dwelling shall be provided with relocation assistance.

Relocation assistance includes advisory services and reimbursement for moving expenses, security deposits, credit checks, other moving expenses, including certain interim living costs, and certain replacement housing assistance.

Displaced persons have the right to elect, as an alternative to the benefits described in this Plan, to receive benefits under the URA, if they determine that it is in their best interest to do so. The following relocation assistance shall be available to lower-income displacement persons:

- A. Displaced lower-income persons will receive the relocation assistance required under 49 CFR 24, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the person elects to receive assistance under the URA or the assistance required by CDBG

- regulations. Relocation notices must be distributed to the affected persons in accordance with 49 CFR 24.203 of the URA;
- B. The reasonable and necessary cost of any security deposit required to rent the replacement dwelling unit and for credit checks required to rent or purchase the replacement dwelling unit;
  - C. Actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs, if:
    - 1. The person must relocate temporarily because continued occupancy of the dwelling unit constitutes a substantial danger to the health or safety of the person or the public; or
    - 2. The person is displaced from a lower-income dwelling unit, none of the comparable replacement units to which the person has been referred qualifies as a lower-income dwelling unit, and a suitable lower-income dwelling unit is scheduled to become available through one-for-one replacement requirements
  - D. Replacement Housing Assistance. Displaced persons are eligible to receive one of the following two forms of replacement housing assistance:
    - 1. Each person shall be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling to the “Total Tenant Payment”, as determined under 24 CFR 813.107. All or a portion of this assistance may be offered through a certificate or housing voucher for rental assistance under the Section 8 program. Where Section 8 assistance is provided to the displaced person, the **Lower Rio Grande Public Water Works Authority** must provide the person with referrals to comparable units whose owners are willing to participate in Section 8 program to the extent that cash assistance is provided, it will be provided in installments.
    - 2. In lieu of the housing voucher, certificate or cash assistance described above, the person may elect to receive a lump sum payment allowing them to secure participation in a housing cooperative or mutual housing association. This lump sum payment shall be equal to the capitalized value of 60 monthly installments of the amount that is obtained by subtracting the “Total Tenant Payment”, as determined under 24 CFR 813.107, from the monthly cost of rent and average monthly cost of utilities at a comparable replacement dwelling unit. To compute the capitalized value, the installments shall be discounted at the rate of interest paid on passbook savings in a federally insured financial institution conducting business within **the service area of the Lower Rio Grande Public Water Works Authority**.

Displaced lower-income tenants shall be advised of their right to elect relocation assistance pursuant to the URA and the regulations at 49 CFR 24 as an alternative to the

relocation assistance available under CDBG regulations.

## VI. Eligibility for Relocation Assistance

A lower-income person is eligible for relocation assistance if they are considered to be a “displaced person” as defined in 24 CFR 42.305. A displaced person means a lower-income person who, in connection with an activity assisted under the CDBG program, permanently moves from real property or permanently moves personal property from real property as a direct result of demolition or conversion of a lower-income dwelling. For purposes of this definition, a permanent move includes a move made permanently and:

- A. After notice by the owner to move from the property, if the move occurs on or after the date of the submission of a request to the **Lower Rio Grande Public Water Works Authority** for CDBG assistance that is later approved for the requested activity; or
- B. After notice by the owner to move from the property, if the move occurs on or after the date of the initial official submission to HUD of the consolidated plan under 24 CFR Part 91 describing the assisted activity; or
- C. Before the dates described in A & B above, if the **Lower Rio Grande Public Water Works Authority** or State of New Mexico Department of Finance and Administration Local Government Division determines that the displacement was a direct result of conversion or demolition in connection with a CDBG assisted activity; or
- D. By a tenant-occupant of a dwelling unit, if any one of the following three situations occurs:
  1. The tenant moves after execution of the CDBG agreement covering the acquisition, rehabilitation or demolition and the move occurs before the tenant is provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex upon completion of the project under reasonable terms and conditions, including a monthly rent and estimated average monthly utility costs that do not exceed the greater of the tenant’s monthly rent before such agreement, or the total tenant payment as determined under 24 CFR 813.107 if the tenant is lower-income, or 30 percent of gross household income if the tenant is not lower-income.
  2. The tenant is required to relocate temporarily, does not return to the building/complex, and either is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, or other conditions of the temporary relocation are not reasonable.
  3. The tenant is required to move to another dwelling unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move, or other conditions of the move are not reasonable.



If the displacement occurs on or after the appropriate date described in A & B above, the lower-income person is not eligible for relocation assistance if:

- A. The person is evicted for cause based upon a serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable federal, State or local law, or other good cause, and the **Lower Rio Grande Public Water Works Authority** determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- B. The person moved into the property on or after the date described in A & B above after receiving written notice of the expected displacement; or
- C. The **Lower Rio Grande Public Water Works Authority** determines that the displacement was not a direct result of the CDBG assisted activity and the State of New Mexico Department of Finance and Administration Local Government Division concurs with this determination.

## VII. Minimizing Displacement

The CDBG regulations regarding the demolition or conversion of lower-income dwelling units are designed to ensure that lower-income persons are provided with adequate, affordable replacement housing. Naturally, involuntary displacement should be discouraged whenever a reasonable alternative exists. Involuntary displacement is extremely disruptive and disturbing, especially to lower-income persons who do not have the means to locate alternative housing.

There are various ways that displacement can be minimized. The following are steps that will be taken to minimize the involuntary displacement of lower-income persons when CDBG funds are involved:

- A. **Screening of Applications** All CDBG applications will be reviewed to determine whether involuntary displacement is likely to occur. Those applications involving displacement will receive a lower priority recommendation for funding unless it can be shown that alternatives are not available.
- B. **Acquisition of Property** Applicants who apply for CDBG funds to acquire property for the development of lower-income housing will be encouraged to purchase vacant land. In the case of in-fill and other projects where this is not feasible and the project involves potential displacement, the applicant shall agree to allow the displaced lower-income person(s) to occupy the new housing at an affordable rent.

Applicants who utilize CDBG funds to rehabilitate or convert a lower-income unit to a non-residential use will be required to supply replacement housing consistent with paragraph IV, as well as relocation assistance.

- C. Cost of Relocation Assistance The cost of any required relocation assistance and the provision of replacement housing will be borne by the applicant and may be paid for out of CDBG funds awarded to the project.

## VIII. Definitions

- A. “Comparable replacement dwelling unit” means a dwelling unit that:
- 1 Meets the criteria of 49 CFR 24.2(d)(1) through (6); and
  - 2 Is available at a monthly cost for rent plus estimated average monthly utility costs that does not exceed the “Total Tenant Payment” determined under 24 CFR 813.107 after taking into account any rental assistance the household would receive.
- B. “Lower-income dwelling unit” means a dwelling unit with a market rental (including utility costs) that does not exceed the applicable Fair Market Rent (FMR) for existing housing and moderate rehabilitation established under 24 CFR Part 888.
- C. “Standard condition” means units that at a minimum meet the Existing Housing Quality Standards of the Section 8 rental subsidy program.
- D. “Substandard condition suitable for rehabilitation” means units with code violations that can be brought to Section 8 Housing Quality Standards within reasonable monetary amounts.
- E. “Vacant occupiable dwelling unit” means a dwelling unit that is in a standard condition; a vacant dwelling unit that is in substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by the **Lower Rio Grande Public Water Works Authority** covering the rehabilitation or demolition.

## IX. Grievances

The **Lower Rio Grande Public Water Works Authority** will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

- A. Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.
- B. Allow for appeal of a decision to a neutral authority.
- C. File a detailed record of all complaints or grievances and responses in one central location with easy public access.

IX. Certification

The **Lower Rio Grande Public Water Works Authority** herewith certifies to follow the Anti-displacement relocation plan described above and adopt the plan by resolution annually.

Plan Adoption Date: \_\_\_\_\_

Adoption Instrument: \_\_\_\_\_

Certified By: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

Copy to Local Government Division with attachments

**Lower Rio Grande Public Water Works Authority  
Resolution Number FY12-16**

**A RESOLUTION ADOPTING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SECTION 3 PLAN**

**WHEREAS**, the purpose of this Resolution is to adopt a Community Development Block Grant Program Section 3 Plan; and

**WHEREAS**, The Lower Rio Grande Public Water Works Authority is committed to complying with Section 3 of the Housing and Urban Development Act of 1968 which encourages the use of small local businesses and the hiring of low income residents of the community; and

**WHEREAS**, the Board of Directors may adopt regulations through resolution to effect the powers and duties granted by the NMSA 1978 73-26-1;

**NOW, THEREFORE, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority that the aforementioned Community Development Block Grant Program Section 3 Plan has been and is the process to be utilized by all officers and employees of the Lower Rio Grande Public Water Works Authority in hiring, contracting and training.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 20th day of June, 2012.

\_\_\_\_\_  
Roberto Nieto, Chairman

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

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

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

\_\_\_\_\_  
Santos Ruiz, Secretary - ABSENT

## EXHIBIT 1-T SECTION 3 PLAN

### LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY SECTION 3 PLAN

The Lower Rio Grande Public Water Works Authority is committed to comply with Section 3 of the Housing and Urban Development Act of 1968. This Act encourages the use of small local businesses and the hiring of low income residents of the community.

The Lower Rio Grande Public Water Works Authority has appointed Martin Lopez, as the Section 3 Coordinator, to advise and assist key personnel and staff on Section 3, to officially serve as focal point for Section 3 complaints, and as the on-site monitor of prime contractors and sub-contractors to insure the implementation and enforcement of their Section 3 plans. The approval or disapproval of the Section 3 plan is the ultimate responsibility of the . Documentation of efforts will be retained on file for monitoring by the state.

Therefore, the Lower Rio Grande Public Water Works Authority shall:

1. Hiring
  - a. Advertise for all Lower Rio Grande Public Water Works Authority positions in local newspapers
  - b. List all Lower Rio Grande Public Water Works Authority job opportunities with the State Employment Service
  - c. Give preference in hiring to lower income persons residing in the service area of the Lower Rio Grande Public Water Works Authority. This means that if two equally qualified persons apply and one is a resident of the service area of the Lower Rio Grande Public Water Works Authority and one is not, the resident will be hired
  - d. Maintain records of Lower Rio Grande Public Water Works Authority hiring as specified on this form

ANTICIPATED <u>Lower Rio Grande Public Water Works Authority</u> HIRING 2012				
PLANNED			ACTUAL	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income Residents of the LRGPWVA Service Area	# of Positions Filled	Positions Filled by Lower Income Residents of the LRGPWVA Service Area

- Chart for Section 3 Plan **MUST** be filled out in its entirety.

## 2. Contracting

- a. The Lower Rio Grande Public Water Works Authority will compile a list of businesses, suppliers and contractors located in the service area of the Lower Rio Grande Public Water Works Authority.
- b. These vendors will be contacted for bid or quotes whenever the Lower Rio Grande Public Water Works Authority requires supplies, services or construction.
- c. Preference will be given to small local businesses. This means if identical bids/quotes are received from a small business located within the service area of the Lower Rio Grande Public Water Works Authority and one from outside the service area of the Lower Rio Grande Public Water Works Authority, the contract will be awarded to the business located within the community.

## 3. Training

The Lower Rio Grande Public Water Works Authority shall maintain a list of all training programs operated by the Lower Rio Grande Public Water Works Authority and its agencies and will direct them to give preference to Lower Rio Grande Public Water Works Authority residents. The Lower Rio Grande Public Water Works Authority will also direct all CDBG sponsored training to provide preference to residents of service area of the Lower Rio Grande Public Water Works Authority.

## 4. CDBG Contracts

All CDBG bid proposals and contracts shall include the following Section 3 language.

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that the greatest extent feasible, opportunities for training and employment be given lower income residents of the project areas, and contracts for work in connection with the project be awarded to business concerns residing in the project area.
- b. The parties to this contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under the Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The contractor will not subcontract with

any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135, and will not let any subcontract unless the subcontractor has first provided it with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

The Lower Rio Grande Public Water Works Authority shall require each contractor to prepare a written Section 3 plan as a part of their bids on all jobs exceeding \$100,000. All Section 3 plans shall be reviewed and approved by the Lower Rio Grande Public Water Works Authority's Equal Opportunity Section 3 Compliance Officer and retained for monitoring by the state.

The Lower Rio Grande Public Water Works Authority will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.

#### LOWER INCOME CLARIFICATION

A family who resides in service area of the Lower Rio Grande Public Water Works Authority and whose income does not exceed the income limit for the size of family as per the attached Section 8 Income Limit for Doña Ana County. Information contained in our Section 3 Plan reflects the status of the Lower Rio Grande Public Water Works Authority's employees regarding lower income considerations based on their salary paid by the Lower Rio Grande Public Water Works Authority.

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Chief Executive Officer

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Date

# Exhibit 1-S

## AGENCY/SUBGRANTEE EMPLOYMENT FORM

Name of Grantee Lower Rio Grande Public Water Works Authority  
 Type of Government Water Authority  
 Address 325 Holguin Road Box C  
 City/Town/Village Vado  
 State/Zip New Mexico, 88072

### FULL TIME EMPLOYEES

Job Category	Total # (all columns)	Male					Female				
		Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
		White	Black				White	Black			
1. Officials and Administrators	4			2			2				
2. Professionals											
3. Technicians	9	1		8							
4. Protective Service											
5. Para-professionals											
6. Administrative Support	6							6			
7. Skilled craft											
8. Service Maintenance											

### OTHER FULL TIME EMPLOYEE (Including temporary employees)

Job Category	Total # (all columns)	Male					Female				
		Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
		White	Black				White	Black			
1. Officials and Administrators											
2. Professionals											
3. Technicians	1			1							
4. Protective Service											
5. Para-professionals											
6. Administrative Support											
7. Skilled craft											
8. Service Maintenance											



# Exhibit 1-S

## AGENCY/SUBGRANTEE EMPLOYMENT FORM

Name of Grantee Lower Rio Grande Public Water Works Authority  
 Type of Government Water Authority  
 Address 325 Holguin Road Box C  
 City/Town/Village Vado  
 State/Zip New Mexico, 88072

NEW HIRES DURING FISCAL YEAR (Permanate full time only July 1-June 30)										
Job Category	Total # (all columns)	Male					Female			
		Non-Hispanic		Hispanic	Asian or Pacific	American Indian or	Non-Hispanic		Hispanic	Asian or Pacific
White	Black	White	Black							
1. Officials and Administrators										
2. Professionals										
3. Technicians										
4. Protective Service										
5. Para-professionals										
6. Administrative Support										
7. Skilled craft	1							1		
8. Service Maintenance										

## RESOLUTION NO. FY2012-17

### AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

WHEREAS, the Lower Rio Grande Public Water Works Authority ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Board of Directors ("Governing Body") is authorized to submit an Application (as defined below) for financial assistance for a Planning Document (as defined below) for the benefit of the Governmental Unit; and

WHEREAS, the New Mexico Finance Authority ("Finance Authority") has instituted a program for providing grants to evaluate and estimate the costs of implementing feasible alternatives for meeting water and wastewater public project needs or to develop water conservation plans, long-term master plans or economic development plans and has developed an application procedure whereby the Governing Body may submit an application ("Application") for planning grant financial assistance from the Finance Authority; and

WHEREAS, the Governing Body intends to submit planning documents to estimate the costs of implementing feasible alternatives for meeting water and wastewater public project needs (Preliminary Engineering Report) and evaluate the environmental impacts (including impacts to biological, cultural resources) of the recommended alternatives (Environmental Information Document) ("Planning Documents") of Lower Rio Grande Public Water Works Authority Water System Improvements Project ("Project") for the benefit of the Governmental Unit and its citizens; and

WHEREAS, the application prescribed by the Finance Authority has been completed and submitted to the Governing Body and this Resolution approving submission of the completed Application to the Finance Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:

Section 1. That all actions previously taken by the Governing Body and the Governmental Unit and their respective officers and employees in connection with the Application and the Project are hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Finance Authority, and are further

authorized to take such other action as may be requested by the Finance Authority in connection with the Application and to proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this Resolution are hereby rescinded, annulled and repealed.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSES APPROVED AND ADOPTED this 20<sup>th</sup> day of June, 2012.

BOARD OF DIRECTORS:

By \_\_\_\_\_  
Roberto Nieto, Chairman

(Seal)

ATTEST:

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

**RESOLUTION NO. FY12-18**

**APPROVING PARTICIPATION IN THE PROGRAM OF THE  
SOUTH CENTRAL COUNCIL OF GOVERNMENTS, INC.  
FOR FISCAL YEAR 2012-2013**

WHEREAS, the LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY (herein-after known as the "Member"), desires to be a participating member in the program and policy development for the South Central Council of governments, Inc. (hereinafter known as "SCCOG"); and

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the SCCOG for the Member be entered into, wherewith the SCCOG is agreeing to furnish the following:

- A. Implement the work program as established by the SCCOG Board of Directors for the 2012-2013 Fiscal Year.
- B. Provide the Member, when requested, with technical, grant program planning, economic development, strategic overall planning and management assistance.
- C. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- D. Provide information dissemination about statewide regional and community initiatives to foster greater coordination and efficiency of the programs.

WHEREAS, it is necessary to set forth the sum to be paid by the Member to the SCCOG as annual dues, thereby placing the Member with voting powers on the SCCOG Board of Directors, with an agreement to furnish the following:

- A. To participate, through their designated representatives or alternate, in the SCCOG's policy development process by attending meetings, helping formulate the annual work program, reviewing the SCCOG Goals and Objectives, and the District Comprehensive Economic Development Strategy (CEDS).
- B. To pay to the SCCOG the sum of **\$500.00** annual membership dues as payment of the aforementioned services for the period beginning July 1, 2012 and ending June 30, 2013.
- C. The Member hereby appoints \_\_\_\_\_, as their designated representative and \_\_\_\_\_ as alternate.

NOW THEREFORE, BE IT RESOLVED THAT the Member and the SCCOG hereby mutually agree to the aforementioned provisions of this Resolution and Agreement.

DONE this 20<sup>th</sup> day of June, 2012 at Vado, New Mexico.

Attestation:

Lower Rio Grande Public Water Works Authority

\_\_\_\_\_  
Blanca Martinez, Acting Secretary

\_\_\_\_\_  
Roberto Nieto, Board Chairman

Attest :

South Central Council of Governments, Inc.

\_\_\_\_\_  
Jay Armijo, Executive Director

\_\_\_\_\_  
Chairwoman, Nora Barraza

## PROPOSED AMENDMENT TO LRGPWWA EMPLOYEE POLICY HANDBOOK

### **11. CELL PHONE, OFFICE PHONE AND PERSONAL CALLS POLICY**

#### **11.01 Cell Phone Safety:**

Refraining from using cell phones in a hand-held position while operating Authority vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident. If use of a cell phone is necessary while driving an Authority vehicle, hands-free cell phone accessories shall be used in areas where required by law.

Cell phones equipped with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

#### **11.02 Authority Issued Cell Phones:**

The Authority recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, the Authority will provide cell phones to select employees.

Authority cell phones may be assigned to employees provided at least one of the following two criteria is met:

1. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the Authority that they are accessible during those times,
2. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

Simple convenience is not a criterion for cell phone need. It is the responsibility of the General Manager to make the determination whether an Authority cell phone is warranted and the type of cell phone plan that is required.

Misuse or inappropriate use of Authority cell phones as determined by management shall be grounds for revocation of Authority cell phone privileges and other disciplinary action.

*NEW MATERIAL:*

#### **11.03 Financial Responsibility For Cell Phone Equipment / Net Books / Wi-Fi Cards / Data plans:**

Any release of financial responsibility is at the discretion of the General Manager, and will be considered dependent upon information provided by the employee and input from Department Managers.

1. Cell phones, net books, and Wi-Fi Cards which are the property of Lower Rio Grande are issued to employees for Authority use in an effort to make their jobs easier and more effective. It is the employee's responsibility to maintain such devices to be fully functional and ready for use at all times.
2. Employees will be held financially responsible for reimbursement to the Authority for any and all overage charges for personal use associated with Authority cell phones, smart phones, net books, Wi-Fi Cards, or data plans, including but is not limited to texting (both sending and receiving), 411 search, web surfing, roaming, international long distance, et cetera.
3. Should the need arise for restrictions to be placed on any device, the cost for such restrictions will be at the expense of the employee assigned the device.
4. Employees will be responsible for the first \$50.00 of the replacement cost of any cell phone equipment or accessories issued by the Authority or in their possession for Authority use due to theft, loss, damage, misuse or carelessness caused by them employee or any other person.

5. Employees will be responsible for the full replacement cost of any smart phone, net book, or Wi-Fi card or accessories issued by the Authority or in their possession for Authority use due to theft, loss, or damage, misuse or carelessness caused by the employee or any other person. This includes chargers, power supply cords, Ethernet cables, carrying cases, and any other items that have been purchased at Authority expense.
  
6. Phone covers, skins, cases, carrying bags, extended life batteries, car chargers, ear buds, blue tooth devices, and et cetera are not generally Authority issued items and are not reimbursable. If these items are desired, they may be purchased at the employee's expense.

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**NOTICE TO EMPLOYEES REGARDING**  
**Cell Phones / Net Books / Wi-Fi Cards / Data plans**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Number

All Employees and or holders of any Verizon issued equipment are hereby notified that:

- ❖ All Verizon Authority owned phones are on a shared minutes plan. Roaming and international calls are not included in the plan.
- ❖ All cell phones, net books, and Wi-Fi cards are the property of the Lower Rio Grande PWWA and have been issued to you for Authority use in an effort to make your job easier and more effective. Maintenance of all equipment is the employee's responsibility. Equipment and any accessories associated with your device should be kept fully functional and ready to use at all times.
- ❖ You will be held financially responsible for reimbursement to the Authority for any and all overage charges associated with your cell phone, smart phone, net book, Wi-Fi Cards, or data plans. This includes but is not limited to texting (both sending and receiving), 411 searches, web surfing, roaming, and international long distance.
- ❖ Should the need arise for restrictions to be placed on any device cost for such restrictions will be at the expense of the employee of said device.
- ❖ You will be responsible for **the first \$50.00 of the replacement cost** of any Authority owned cell phone issued to you or in your possession for Authority use due to theft, loss, damage, misuse or carelessness caused by yourself or any other person. This includes chargers and any other cell phone accessory items that have been purchased by the Authority.
- ❖ You will be responsible for **the Full replacement cost** of any smart phone, net book, or Wi-Fi card issued to you by the Authority or in your possession for Authority use due to theft, loss, damage, misuse or carelessness caused by yourself or any other person. This includes chargers, power supply cords, Ethernet cables, carrying cases, and any other accessory items that have been purchased by the Authorities for the device.
- ❖ Phone covers, skins, cases, carrying bags, extended life batteries, car chargers, ear buds, blue tooth devices, and et cetera are generally not Authority issued items and are not reimbursable. If these items are desired, they may be purchased at your expense.

**Note:** Any release of financial responsibility is at the discretion of the General Manager, and will be taken into consideration pending information provided and input from Department Managers.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date