



Lower Rio Grande Public Water Works Authority  
Sign In Sheet Page 1 of 1

Date: 5-16-18

Time: 9:33 am

Places: La Mesa

Event: Regular Board mtg

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
<i>Mike Muller</i>	M. DE MULLER LRG PWWA	970-302-7852	
<i>[Signature]</i>	JOSE EVARO LRG PWWA	575 618 0251	
<i>[Signature]</i>	Kathi Jackson Finance Manager LRG PWWA	(575) 640-4330	kathi.jackson@lrgauthority.org
<i>[Signature]</i>	Patty Charles LRG PWWA	575-233-5942	patty.charles@lrgauthority.org
<i>[Signature]</i>	MARTIN LOPEZ LRG PWWA	575 571 3628	martin.lopez@lrgauthority.org
<i>[Signature]</i>	JOHN SCHRODER ACCOUNTING ASSISTANT LRG PWWA	575-233-5942	john.schroder@lrgauthority.org
<i>[Signature]</i>	FURMAN SMITH LRG PWWA	382 5982	SAMR
<i>[Signature]</i>	MIKE LOPEZ LRG PWWA	635-3921	mike.lopez@lrgauthority.org
<i>[Signature]</i>	Espy Holguin LRG	575 644 9543	Espy@Q.Cox
<i>[Signature]</i>	Karen Nielsen LRG PM	915 203 2057	Karen.nielsen@lrgauthority.org
<i>Henry Matallero</i> <i>attended mtg</i> <i>per phone call.</i>	Henry Matallero LRG PWWA Board Member		

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Draft Minutes — REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, May 16, 2018 at our La Mesa Office, 521 Saint Valentine., La Mesa NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office—call 575-233-5742 for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mike McMullin called the meeting to order at 9:33 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is Vacant, Mr. Joe Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District #5 was present via telephone call, Mr. McMullin representing District #6 was present, Mr. Smith representing District #7 was present. Staff present were General Manager, Martin Lopez, Project Manager Karen Nichols, Operations Manager Mike Lopez, Finance Manager Kathi Jackson and Projects Specialist Patricia Charles.
- II. **Pledge of Allegiance:** Mr. McMullin led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. may be postponed):** Mr. Smith made the motion to approve the May 16, 2018 agenda with item VIII.A postponed. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
  - A. **Motion to approve the minutes of the April 18, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the minutes for April 18, 2018. Mr. Smith seconded the motion, the motion passed with all in favor.
- V. **Presentations:** None
- VI. **Public Input:** None
- VII. **Managers' Reports**
  - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. The merger with High Valley is well on the way, the properties and Water Right Deed have been transferred; O & M started on May 1<sup>st</sup>. The water meters have been replaced. The last water bills from by High Valley have been sent out. LRGPWWA's first billing will be July 1, 2018 for usage from May 7<sup>th</sup> to June 7<sup>th</sup>. Ms. Nichols and her staff sent out a newsletter to the High Valley customers. The Emergency O & M agreement with Talavera board is in place and started May 1, 2018. Mr. Mike Lopez and his staff are working on an assessment of the system and have already had to handle several emergencies there. Attorney Josh Smith was asked to investigate the properties and water rights. Mrs. Holguin mentioned that she has a friend that lives in that area, that paid a fee to Moon Gate for water services and said they were happy with the service. The disability/life insurances became effective on May 1, 2018. Two employees were not able to enroll, because they did not work at least 25 hours a week. This is a requirement from the insurance provider. Mrs. Holguin, Ms. Nichols, Ms. Charles and Mr. Lopez attended the funding resources presentation facilitated by US Senator Udall's staff in T or C. Staff has completed the 2017 water audit's the next step is to add High Valley to it, tighten up the water losses and follow up on the recommendations we agreed to during scoring. Staff has finalized the Lien procedure we should begin with first group in June, which will be followed by the Board taking action to terminate memberships. Mr. Smith asked when the Auction will take place, Mr. Lopez said that he is still inventorying everything that will be auctioned off. He said most likely mid June or early July. Mr. Lopez would like the Disposition Committee to meet right before the next board meeting on June 20, 2018.
  - B. **Projects:** Ms. Nichols provided a written report and stood for questions. All the conditions from Rural Development have been provided. The engineering contract has been approved. Ms. Nichols has been looking at Bridge and Interim loans for this project. She spoke to representatives from Citizen Bank, World Community Assistance Corp., Co-Bank and Municipal Capital to find the right loan. She is waiting on a proposal to come in. The funding for our Central office building has been approved by the NMFA board and we received a binding letter of commitment outlining the items that need to be submitted before 09/01/18. The contract with Wilson & Company is on today's agenda for approval, contingent upon NMED-CPB approval. The project funding application

submitted by High Valley was awarded to LRGPWVA on 4/25/18. On June 12-13, Ms. Nichols will be attending a Round Table -EPA Environment Justice Workshop in Dallas, that will highlight LRGPWVA and the regionalization. Included in her report is the Summary of LRGPWVA's 2017 Water Audits. Mr. McMullin wanted to request that a canopy be built over the westside door at the Brazito Office. He said the door swells with the heat and cannot be opened. He said that everything that could be done to alleviate the problem has been done.

- C. **Operations:** Mr. Mike Lopez provided a written report and stood for questions. He reported that operations had been working on the Talavera wells. He said the South Well went down and had to be repaired and it produces a lot of sand the paper filters have had to be changed almost daily. The North Well was amping over the service factor. He had to call the electrician to get it checked out. Mr. Lopez said that the Operations department will give their recommendations regarding moving forward with a long-term contract or not.
- D. **Finance:** Ms. Jackson provided a written report and stood for questions. She said that revenues were \$283,745.65 and expenses were \$270,025.78 with a surplus of \$13,719.87. We are on track to finish out the year within the budget. Some of the line items may have to be rearranged during the last quarter but will be within the budget.

#### VIII. Unfinished Business

- A. **Appointment of Director for District 2:** This item was postponed
- B. **Motion to approve Professional Services Agreement with Wilson & Co. for Central Operations Facility Project contingent upon NMED-CPB approval:** Ms. Nichols said that the time table and bottom line costs are attached to today's agenda, the full contract is posted on the LRGPWVA's website for the board members to review. Mr. Lopez mentioned that Ms. Nichols had been notified that the predevelopment money that has been spent is eligible for reimbursement to LRGPWVA. Mr. Smith made the motion to approve the Professional Services Agreement with Wilson & Co for the Central Operations Facility Project, contingent upon NMED-CPB approval. Mr. Evaro seconded the motion. The motion passed with 3 – yes's, Mrs. Holguin abstained from voting because she currently has a contract with Wilson and Company.

#### IX. New Business

- A. **Motion to adopt proposed amendment to Cross-Connect Prevention Control Policy:** Mr. Lopez said that changes need to be made to the Cross-connect policy because GISD had requested they perform their own testing. The only meters that we will test are the ones outside GISD properties. They have meters within their properties that we do not have anything to do with. Ms. Nichols informed the board members that the complete document is on the website for their review. Mrs. Holguin made the motion to adopt the proposed amendment to the Cross-Connect Prevention Control Policy. Mr. Evaro seconded the motion, the motion passed with all in favor.
- B. **Motion to approve Board of Directors Regular Meetings Schedule:** Ms. Nichols told the board that the board of director's schedule in the packet is a proposed schedule we included it in the packet a month ahead of its due date. This way there is time to make changes if the board wishes to. If there are no changes then it could be approved today. Mr. Lopez said that the June 20, 2018 meeting will be at the East Mesa Office and will double as the public input meeting for the LRGPWVA's budget. Mrs. Holguin made the motion to approve the Board of Directors Regular Meetings Schedule. Mr. Magallanez seconded the motion. The motion passed with all in favor.
- C. **Motion to adopt Resolution FY2018-18 Open Meetings Act:** Mr. Lopez told the board that this resolution has to be adopted every year. The resolution is for the open meetings act and ties with the board of directors meeting schedule. Mrs. Holguin made the motion to adopt resolution FY2018-18 Open Meetings Act. Mr. Smith seconded the motion. The motion passed with all in favor.
- D. **Motion to adopt Resolution FY2018-19 Interim FY2019 Budget:** Mr. Lopez told the board that this is the annual budget that will be submitted to the state of NM. Ms. Jackson said the first column in the revenue section should be titled FY2018 Current Budget instead of Original Budget. She said the difference between the current budget and next years budget is \$400,000.00 from reserves to do some projects. She did not increase the revenue budget, she thinks it will stay the same and also wanted to be conservative. The state has implemented their local government division budget system, everyone now has to upload the budget so she had to reformat and add line

items in order to fit the states format. The accounting and administration budget decreased by quite a bit because it does not list any projects yet, that may change later. Debt service budget pretty much stayed the same was increased just a bit. The inventory budget was decreased because we have a better tracking system and can tell how much inventory we are using. Operations & maintenance budget was decreased a bit, we actually have about \$265,000.00 in Maintenance & Repairs planned but only listed \$159,000 she wanted to stay within budget. We will work on the list from the top down and see how far we can get with what we budgeted. Salaries & Benefits budget was increased a bit because of possible insurance increases and possible raises for next year. Sewer Operations and Maintenance has a small increase and added additional line items to get better detail. Taxes & Insurance budget had a small increase. Utilities budget also had a small increase in budget. Mr. Lopez said that there is about ½ a million dollars in reimbursement money of which \$110,000.00 will be used for the engineering report for the East Mesa. Mrs. Holguin asked if Ms. Jackson had included the expense for the disability and life insurance in the budget. Ms. Jackson said it was lumped in with the Health insurance expense. Mrs. Holguin made the motion to adopt resolution FY2018-19 Interim FY2019 Budget. Mr. Evaro seconded the motion. The motion passed with all in favor.

**E. Motion to approve waiver of membership fees for High Valley MDWCA customers:** Mr. Lopez said the merger with High Valley was in its final steps. He would like to waive the membership fee to High Valley members. Mr. Magallanez would like the motion to include waiver of membership fees for High Valley MDWCA's existing customers prior to the merger. Mr. Lopez informed the board that this waiver did not include new customers. Mrs. Holguin made the motion to approve the waiver of membership fees to High Valley MDWCA existing customers prior to the merger. Mr. Evaro seconded the motion. The motion passed with all in favor.

**X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, June 20, 2018 at the East Mesa Office**

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** Ms. Nichols asked the board members if anyone had participated in any training, no one had.
- B. Invite State Representative District 52 - Doreen Y. Gallegos to our next board meeting:** Mr. Lopez mentioned that Mrs. Holguin had suggested inviting Representative Gallegos to our next meeting. He will make arrangement for her to attend.
- C. Adopt Final Budget with Resolution – due July 31, 2018**
- D. Approve Council of Governments membership with Resolution**
- E. Adopt ICIP with Resolution**

**XI. Adjourn:** Mr. Smith made the motion to adjourn the Regular Board Meeting at 10:17 a.m., Mrs. Holguin seconded the motion. The motion passed with all in favor.

**Minutes approved June 20, 2018**

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Michael McMullen, Chairman (District 6)

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Furman Smith, Vice-Chairman (District 7)

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Esperanza Holguin, Secretary (District 4)

ABSENT  

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Raymundo Sanchez, Director (District 1)

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Joe Evaro, Director (District 3)

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Henry Magallanez, Director (District 5)

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VACANT  
Director (District 2)

DRAFT

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, May 16, 2018 at our La Mesa Office, 521 Saint Valentine., La Mesa NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWVA Office—call 575-233-5742 for information

- I. Call to Order, Roll Call to Establish Quorum: District #1 (Mr. Sanchez) \_\_\_\_, #2 (Vacant) \_\_\_\_, #3 (Mr. Evaro) \_\_\_\_, #4 (Mrs. Holguin) \_\_\_\_, #5 (Mr. Magallanez) \_\_\_\_, #6 (Mr. McMullen) \_\_\_\_, #7 (Mr. Smith) \_\_\_\_
- II. Pledge of Allegiance
- III. Motion to approve Agenda (VIII A. may be postponed)
- IV. Approval of Minutes
  - A. Motion to approve the minutes of the April 18, 2018 Regular Board Meeting
- V. Presentations:
- VI. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VII. Managers' Reports
  - A. General Manager
  - B. Projects
  - C. Operations
  - D. Finance
- VIII. Unfinished Business
  - A. Appointment of Director for District 2 – this item may be postponed
  - B. Motion to approve Professional Services Agreement with Wilson & Co. for Central Operations Facility Project contingent upon NMED-CPB approval.
- IX. New Business
  - A. Motion to adopt proposed amendment to Cross-Connect Prevention Control Policy
  - B. Motion to approve Board of Directors Regular Meetings Schedule
  - C. Motion to adopt Resolution FY2018-18 Open Meetings Act
  - D. Motion to adopt Resolution FY2018-19 Interim FY2019 Budget
  - E. Motion to approve waiver of membership fees for High Valley MDWCA customers
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, June 20, 2018 at the East Mesa Office
  - A. Have any Board Members participated in training? If so, please give us a copy of your certificate
- XI. 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 LRGPWVA office at 575-233-5742, PO Box 2646, Anthony NM 88021 OR 215 Bryant St., Mesquite NM at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the LRGPWVA office if a summary or other type of accessible format is needed.

Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete de lenguaje de signos o cualquier otra forma de ayudante auxiliar o servicio para asistir o participar en la audiencia o reunión, póngase en contacto con la oficina de LRGPWVA, 575-233-5742, PO Box 2646, Anthony, NM 88021 o 215 Bryant St., Mesquite, NM por lo menos una semana antes de la reunión o tan pronto como sea posible. documentos públicos, incluyendo el orden del día y actas, pueden proporcionarse en diferentes formatos accesibles. Póngase en contacto con la oficina LRGPWVA si es necesario un resumen u otro tipo de formato accesible.

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, April 18, 2018 at our La Mesa Office, 521 Saint Valentine., La Mesa NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office—call 575-233-5742 for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mike McMullin called the meeting to order at 9:30 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Joe Evaro representing District #3 was absent, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District # 5 was present, Mr. McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Operations Manager Mike Lopez, Finance Manager Kathi Jackson, Projects Specialist Patricia Charles and Project Specialist Angie Meza. Guests in attendance were Phyllis J. Smith, President of the Talavera MDWCA Board Bill Noland and Vice-President of the Talavera MDWCA Board Karen Perez.
  - II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
  - III. **Motion to approve Agenda (VIII A. may be postponed, move IX. D & IX E to follow VI):** Mr. Smith made the motion to approve the April 18, 2018 agenda with IX.D and IX.E to follow VI. Item VIII.A will not be postponed. Item 9.E will be postponed for next month's Board Meeting. Mrs. Holguin seconded the motion. The motion passed with all in favor.
  - IV. **Approval of Minutes**
    - A. **Motion to approve the minutes of the March 21, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the March 21, 2018 minutes and Mr. Magallanez seconded the motion. The motion passed with all in favor.
    - B. **Motion to approve the minutes of the April 4, 2018 Special Board Meeting:** Mr. Smith made the motion to approve the April 4, 2018 special board meeting minutes and Mrs. Holguin seconded the motion. The motion passed with all in favor.
    - C. **Motion to approve the minutes of the April 16, 2018 Special Board Meeting:** Mrs. Holguin made the motion to approve the April 16, 2018 special board meeting minutes and Mr. Magallanez seconded the motion. The motion passed with all in favor.
  - V. **Presentations:** None
  - VI. **Public Input:** None
- At this time the LRGPWWA Board addressed items IX.D and IXE to follow next.
- VII. **Managers' Reports**
    - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. He met with the NMED inspector at the Mesquite Wetlands, there will need to be some grading done there. We will have to abandon the 5 monitoring wells and drill three new ones. It will cost some money, but we will have an assessment done to see what the estimated cost will be. There will be an additional cost to the Hwy 70 bore. The additional cost will be about \$6,100.00 due to a mix up in the size of the lines, but will remain within the project budget. One of our operators resigned and hired two operations employees and one finance employee. One of our current operators obtained the Small System Operator Certification. Attached is a copy of the DAC approved upgrades list of roads. The highlighted streets are the streets in which LRGPWWA has water lines. Operations will have to coordinate with DAC to make sure that our lines are not affected in the process. The work will probably start next year.
    - B. **Projects:** Ms. Nichols provided a written report and stood for questions. Ms. Nichols indicated that she did not have anything to highlight on the report. The contract for the Central Office with Wilson & Company is nearly

complete, they have a draft ready. The person that prepares the contracts at Wilson & Company has been out sick. This item will be on next month's agenda. Ms. Nichols excused herself from the meeting due to a medical appointment. She informed the board that Projects Specialist Angie Meza would be stepping in to help with the audio recording of the board meeting.

- C. **Operations:** Mr. Mike Lopez provided a written report and stood for questions. He mentioned that the reason why he did not provide a report and did not attend the meeting is because Well #2 (Butterfield Park) was pumping at 45 GPM the normal rate is 190 GPM. He had to trouble shoot the well and had to have State Wide Drilling pull the pump out. They found a round part of the check valve stuck inside the pipe above it, the repair cost was about \$8,000.00. This past weekend the Arroyo well was having problems. The electrician took apart the Electric panel and was able to replace the breaker. Mr. Smith said that, the electric panel needs ventilation in order for it to work properly. Mr. Mike Lopez said he would mention the need for ventilation to the electrician.
- D. **Finance:** Ms. Jackson provided a written report and stood for questions. Revenues month to date activity was \$300,000. Quarter to date activity was \$750,000.00 and the year to date activity was 2,600,000.00. Revenue is currently 6% higher that expected and the expenses are currently 6% below projections. Over all we are within the Approved Budget and we have a 12% cushion. There are a few expenses that are over budget but we will move funds or reclassify expenses during the last quarter to finish the year in budget. The FY2018 Audit Contract has been submitted to the OSA for approval. We have hired John Schroder he is retired from the Navy. He worked at several accounting companies and also worked a manufacturing company in Arizona, where he did some inventory work. Ms. Jackson is happy to have him on board.

#### VIII. Unfinished Business

- A. **Appointment of Director for District 2:** Mr. Lopez informed the board that he had an individual from District 6 requesting to represent District 2. Mr. Lopez informed the individual that we could not do that legally the person has to live in the District in order to represent the particular District. Mr. Smith said he thought the board had changed that policy. Mr. McMullen said they had talked about making changes but never did, he thinks they need to make changes to that policy. Mr. Lopez suggested that at the next elections maybe making a change to ready "If LRGPWWA is unable to find someone that lives in the District to represent that District within 45 days, then it should be opened to the membership". District 2 has been vacant approximately 2 years now.
- B. **Motion to approve purchase of either: (A) Employee Disability Policy for \$2,000/mo. Up to 24 months, or (B) Long-Term Employee Disability Policy of 60% of pay up to \$6,000/mo. Until Social Security normal retirement age + Short-Term Disability & \$25k Life Insurance Policy, or (C) Long-Term Employee Disability Policy of 60% of pay up to \$6,000/mo. for 5 years + Short Term Disability & \$25k Life Insurance Policy {NOTE: Short-Term Employee Disability is 60% of pay up to \$1,000/wk. for 13 weeks}**
  - i. **Determine percentages of cost of Employee Disability Policy to be paid by the LRGPWWA**
  - ii. **Motion to authorize an update of the Employee Policy Manual Employee Benefits section based on the plan selected**

Mr. Lopez said there are 3 options to look at. Option A. costs \$55.00 per employee includes disability for \$2000 per month up to 24 months. Option B. costs \$54.00 per employee includes long-term disability of 60% of pay up to \$6000 per month until SS retirement age, plus short-term disability of 60% of pay up to \$1000.00 per week for 13 weeks includes a \$25K life insurance. Option C. costs \$46.00 per employee includes long-term disability up to \$6000.00 per week for 5 years, short-term of 60% of pay up to \$1000.00 per week and \$25K life insurance. Mr. Smith asked Mr. Lopez what his recommendation would be. Mr. Lopez said he recommended Option B. Mrs. Holguin made the motion to approve Option B, Mr. Smith seconded the motion. Motion passed with all in favor. Mrs. Holguin made the motion to approve LRGPWWA paying 100% of Option B disability plan. Mr. Smith seconded the motion. The motion passed with all in favor. Mrs. Holguin made the motion to authorize an update to the Employee Policy Manual Employee Benefits section based on the selection of Option B. Mr. Smith seconded the motion. The motion passed with all in favor.

#### IX. New Business



- A. Approve 3<sup>rd</sup> Quarter Budget Report w/Resolution – due April 30, 2018:** Mr. Lopez said that the resolution is for the report that Kathi presented in her financial report. Mr. Smith made the motion to approve the 3<sup>rd</sup> quarter Budget Report with Resolution FY2018-17. Mrs. Holguin seconded the motion. The motion passed with all in favor.
- B. Assign High Valley area members to District two:** Mr. Lopez informed the board that he had Ms. Angie Meza look at the election rosters and concluded that we need to stay at more or less 10% within each District for number of eligible voters. Based on Ms. Meza's evaluation and his concurrence he would like to assign the 16 home owners to District 2. Mrs. Holguin made the motion to assign High Valley members to District 2. Mr. Smith seconded the motion. The motion passed with all in favor.
- C. Motion to approve Engineering Contract with Bohannon Houston, Inc for the Mesquite Brazito Sewer Project 2:** Mr. Magallanez made the motion to approve the Engineering Contract with Bohannon Houston, Inc. for the Mesquite Brazito Sewer Project 2. Mrs. Holguin seconded the motion. The motion passed with all in favor.
- D. Motion to approve request from Talavera MDWCA for an emergency operating agreement:** Mr. Lopez was approached by the board that the Talavera MDWCA's Board of Directors to discuss entering into an emergency operating agreement. Two members of their board are present at this meeting, Mr. Bill Noland and Mrs. Karen Perez. Mr. Noland said they received notice from their current operator that their last day is May 2, 2018. Mrs. Perez said that they have tried to keep the system together with volunteers the tanks are in good shape but they are small, they have 62 meters on the system. Mr. Smith asked Mr. Mike Lopez if it would be a burden on our system to enter into this agreement. Mr. Mike Lopez said LRGPWVA could handle the addition. He needs to take a close look at the system to do an inspection and to evaluate it. Mr. Smith asked how close it was to our system, Mr. Martin Lopez said it is not anywhere near any of LRGPWVA locations. Their system is a standalone system but is close to Moon Gate System. There have been talks about merging those systems together but nothing has come of it. Mr. Smith made the motion to approve the request for the agreement, Mrs. Holguin seconded the motion. After further discussion regarding the time line and inspection of the system Mr. Smith amended his motion, to motion to approve the agreement authorizing General Manager Mr. Martin Lopez to execute agreement for 90 days based on Operations Manager Mr. Mike Lopez's evaluation of the system. Mrs. Holguin seconded the motion. Mr. Magallanez had two questions for the Talavera Board members he wanted to know the date the operator was ending their contract with them, Mrs. Perez indicated the date was May 2, 2018 the second question was are there any mandatory reports that are pending, Mrs. Perez said there were no reports pending. Mr. McMullin continued with the motion and asked if all were in favor, the motion passed with all in favor. At this point The Board resumed the original order of the agenda to the Managers Reports.
- E. Motion to approve a request from Talavera MDWCA to investigate a potential merger:** Mr. Magallanez made the motion to approve the request to investigate a potential merger with Talavera MDWCA. Mrs. Holguin seconded the motion. Mrs. Holguin was concerned that the Talavera community is very different from the Communities served by LRGPWVA. Her concern is, how adding Talavera MDWCA to LRGPWVA could impact future request for funding. Ms. Nichols said that the Valle Del Rio community is not designated a Colonia, but because the costs are spread out evenly there really is no impact on our ability to access Colonia's funding. Mrs. Holguin was concerned about any improvement costs or repairs needed at Talavera MDWCA and how those costs would have to be shared with the rest of the membership. Mrs. Holguin would like to bring the finds back to the board to take a look at the impact. Mr. Magallanez asked if deadlines for the investigation should be set. Mr. Lopez said 90 days would be sufficient time to investigate both the emergency agreement and the merger. Mr. Magallanez amended his motion to add a deadline to complete the investigation, he was open to setting an actual date to complete the investigation. Mrs. Holguin recommended giving Staff the 90 days and if needed another 90 days could be offered. Mr. Martin Lopez suggested that 90 days was enough time for Operations, Finance and Projects departments to gather their findings. Ms. Nichols said that before the LRGPWVA Board could approve a merger the Talavera Membership would have to authorize their board to move forward. Then a joint resolution between the two boards would be required to move forward with the merger. Mr. Magallanez amended his motion to add 6 months to complete the investigation. Mr. McMullin asked for a seconded none was given motion died. Mr. McMullin went back to the original motion to approve a request to investigate a potential merger. Motion did not pass with 1 yes and 2 no. After determining that there was some confusion about the motion on the table, Mrs. Holguin made the motion to approve the request to investigate a

potential merger with Talavera MDWCA with no deadline. Mr. Smith seconded the motion. The motion passed with 2 yes and 1 no.

**F. Motion to approve Professional Services Agreement with Wilson & Co. for Central Operations Facility Project:**  
This item was postponed for next month's board meeting because the person in charge of preparing the agreement has been out sick.

**X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, May 16, 2018 at the La Mesa Office:**

**A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** no one had any training certificates.

**B.** Amend the Cross-Connection Prevention Control Policy. Mr. Lopez was contacted by GISD to request performing their own back flow testing.

**C.** Amendment to the Employee Policy Manual

**XI. Adjourn:** Mr. Smith made the motion to adjourn the Regular Board Meeting at 10:48 a.m., Mrs. Holguin seconded the motion. The motion passed with all in favor.

## Minutes approved May 16, 2018

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Michael McMullen, Chairman (District 6)

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Furman Smith, Vice-Chairman (District 7)

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Esperanza Holguin, Secretary (District 4)

ABSENT  
Raymundo Sanchez, Director (District 1)

ABSENT  
Joe Evaro, Director (District 3)

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Henry Magallanez, Director (District 5)

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VACANT  
Director (District 2)

**LRGPWWA**  
**Manager's Report**  
**May 16, 2018**

- High Valley MDWCA merger-Property and Water Rights Deed have been transferred; O&M began on May 1<sup>st</sup>, water meters have been replaced; State Engineer Change of Ownership (Water Rights) is pending; last water billing by High Valley has been sent out, first LRGPWWA billing date will be July 1 (for usage from May 7<sup>th</sup> to June 7<sup>th</sup>)
- Talavera MDWCA-Mike approved Emergency O&M agreement, began on May 1<sup>st</sup>; LRGPWWA staff/attorney is to coordinate with Talavera Board for review of documents for possible merger
- Disability/Life Insurances became effective on May 1<sup>st</sup>-two employees were not eligible to participate due to the number of hours they work (Provider requirement)
- Attended a funding resources presentation facilitated by US Senator Udall's staff in T or C along with two other LRGPWWA staff members and Board Secretary Mrs. Holguin
- Staff has completed 2017 Water Audits
- Staff has finalized Lien procedure as per Policy-should begin with first group in June to be followed by Board taking action to terminate memberships
- Disposition Committee will need to meet prior to June Board meeting-truck disposal

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
PROJECTS REPORT – 5/16/18**

**LRG-11-02.2 – Mesquite-Brazito Sewer Project** – Bohannon Huston, Inc. – LOC-Design Stage – NMFA PG/SAP funded Planning, \$30k 2014 SAP, \$540,608 2014 CITF (10% Loan), USDA-RD Loan \$357,000 @ 3.250%, Grant \$1,194,919, Colonia's Grants of \$6,356,474 & \$119,407 – Attorney has filed an eminent domain action for the final lift station property acquisition. We can submit final LOC documents to RD for final review (about 60 days) and authorization to bid once an Order of Immediate Possession has been issued by the court. There have been difficulties locating an heir for service of notice of the suit.

**LRG-17-01 – Mesquite-Brazito Sewer Project 2** – Bohannon Huston, Inc. – Planning Stage – USDA-RD LOC \$15,030,780 – Letter of Conditions was issued by USDA-RD on 3/5/18 for \$6,189,000 loan and \$8,030,000 Colonia's Grant. Legal Service contract and Engineering Services Agreement have been approved by RD. We have contacted Citizens Bank of Las Cruces about an interim loan to be guaranteed by USDA-RD, and they will discuss in committee on the 17<sup>th</sup> and put before their board on 4/26/18. We have contacted CoBank, Municipal Capital and RCAC as well. Municipal Capital appears to have the best rates and term. A press release was issued by USDA-RD, and an article about the project funding appeared in the Las Cruces Bulletin on 4/27/18.

**LRG-11-03 – Interconnect & Looping Project** – see 12-01 Authority PER – Legislative Capital Outlay appropriation of \$150k, completed the Project Bond Questionnaire. Grant Agreement is pending.

**LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252**– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: We met with BHI on 4/5/18 to initiate the USDA-RD format PER, and I have sent over information and documents they have requested. Project design is complete.

**LRG-17-01 – Water Master Plan – WTB #252 – Bohannon Huston:** CDBG Public Hearing was held 1/9/18. We are working with Ms. Goolsby, SCCOG, to apply for \$100k planning grant for this project. She just received the application documents from NM-DFA, and we'll begin work on it this week.

**LRG-17-02 – Central Office Building:** DWSRLF funding in the amount of \$3,285,619 was approved by the NMFA board on 2/28/18 and we have received a Binding Letter of Commitment outlining the items we must submit by 9/1/18 prior to closing on funds and the items that must be submitted prior to construction. I have submitted most of these items. Contract with Wilson & Company is on today's agenda.

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

**LRG-13-03 – Valle Del Rio Water System Project** – RFP/Planning/Design Stage - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates: Closing transcript for additional funding has been received. Morrow Construction began work on February 12. NMED has completed its Capacity Assessment and is moving forward with assessing project readiness for the Ph. II funding application. Due to their concerns over our ability to initiate the construction project within 6 month of funding, we have instructed SMA to move forward with the PER

Addendum now. Patty is working with JJ to update our Operation & Maintenance Plan as per the recommendation from this Assessment.

**LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan – Parkhill, Smith & Cooper - Monthly Project Update:** We were awarded a Capital Outlay appropriation of \$50k to complete Jacquez Rd. line, and we have completed the Project Bond Questionnaire. Grant Agreement is pending.

**LRG-17-03 – Planning Documents for East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG – Planning** – Contracts with Vencor for PER & EID have been approved by NMED-CPB and work on the PER is underway. Vencor plans to submit a preliminary draft PER to us on 5/15/18 and to NMED-CPB a few days later; work on EID has been underway for about a month.

**LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18 – Design & Construction** – Project funding application was made by High Valley, funding was awarded to LRGPWWA on 4/25/18. Requested an opinion from our attorney regarding assumption of Engineering Services Agreement with Souder, Miller & Associates upon recommendation of NMED-CPB, and he agreed that assumption was within the requirements of the Procurement Code. Closing documents are pending. Bond questionnaire has been submitted.

#### **Other projects:**

**Infrastructure Capital Improvements Plan 2020-2024:** ICIP deadline has been moved to mid-July by NM DFA. Patty and I are signed up for training in Deming, and that date has been changed to June 14<sup>th</sup>. Staff meeting and two public input meetings have been held, and Tiffany will work on updating the NM-DFA database when it is made available.

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

**Website and Email** – Notices and Board Minutes pages are current. Other updates are ongoing. Board Training information on the Directors Only page is up to date.

**EPA Environmental Justice Forum** - I was invited by Kathryn Becker, NMED Assistant General Counsel, to participate in this forum June 12-13<sup>th</sup>. They will be doing a presentation about the LRGPWWA.

**Mergers** – Angie, Patty & have put together a mailing to the High Valley customers about the merger, and Angie will be assisting new customers with paperwork. High Valley's April 26<sup>th</sup> board meeting was held at our Desert Sands office, and they adopted and executed the closing documents for their Planning Grant. Staff has put together a merger checklist to track the process. We have requested information from Talavera in order to evaluate that merger request and report back to the board.

**Training** – Patty attended an EFC webinar on Intermediate Asset Management on 5/1/18. Patty and I attended Senator Udall's Regional Roadshow on funding and resources on 4/26/18.

**Lower Rio Grande Water Users Organization** – nothing new to report

**EBID Surface Water Plant:** - We have provided documentation for their resubmission of NMED permit application. Some issues have arisen with the final construction of this plant. It has been reviewed again by NMED-DWB and is still not approved.

**As Needed Engineering Services:** Currently we have 1 active Task Order: Vencor task order for the next phase of GIS work to pick up some missed items in La Mesa, add the Veterans Road project and Vado was initiated 5/1/18. Work is nearly complete, but they have requested assistance on locating a few of the new meters. Bohannon Huston, Inc. task order for construction oversight for replacing the pipeline in the Hwy. 70 crossing in Organ issued 4/24/17 has been completed. Vencor task order for an NMDOT permit for two service connections on Hwy 478 near O'Hara has been completed.

**Water Audits:** 2017 Water Audits were completed on 5/8/18 for Organ, Butterfield Park, Valle Del Rio, Brazito, and a combine audit of La Mesa, Mesquite, Vado, Berino & Desert Sands.

**Collection & Lien Procedures:** Angie & Patty are working with the Finance Department on forms and procedures.

**NM Legislature:**

## Summary of Lower Rio Grande Public Water Works Authority 2017 Water Audits

PWS ID: NM3512007

### East Mesa Service Area

	Organ	Butterfield Pk	Total
1 # of Water Connections	423	360	784
2 # of Commercial/other Water Connections	14	14	28
3 # of Residential Sewer Connections	125	0	125
4 # of Commercial/other Sewer Connections	8	0	8
5 Water Production for July 2017	4,294,900	3,588,000	7,882,900
6 Water Production for calendar 2017	42,141,374	33,544,700	75,686,074
7 Apparent Losses	1,462,000	699,000	2,161,000
8 Real Losses	559,000	5,908,000	6,467,000
9 Non-Revenue Water	2,026,000	6,609,000	8,635,000
10 Data Validity Score	68	71	70

PWS ID: NM3513607

### Valle Del Rio Service Area

		Total
1 # of Water Connections	96	96
2 # of Commercial/other Water Connections	0	0
3 # of Residential Sewer Connections	0	0
4 # of Commercial/other Sewer Connections	0	0
5 Water Production for July 2017	1,112,000	raw data show higher 1,112,000
6 Water Production for calendar 2017	10,749,000	usage than production 10,749,000
7 Apparent Losses	168,000	used -5% master meter 168,000
8 Real Losses	40,000	accuracy in audit 40,000
9 Non-Revenue Water	246,000	246,000
10 Data Validity Score	50	50

PWS ID: NM3502407

South Valley Service Area

Total

	Brazito	La Mesa	Mesq to DS	Total
1 # of Water Connections	400	497	3,137	4,034
2 # of Commercial/other Water Connections	6	20	134	160
3 # of Residential Sewer Connections	0	0	379	379
4 # of Commercial/other Sewer Connections	0	0	16	16
5 Water Production for July 2017	3,810,100	5,425,000	31,603,000	40,838,100
6 Water Production for calendar 2017	33,640,600	48,155,290	335,657,000	417,452,890
7 Apparent Losses	786,000	incl. in Mesq	8,904,000	9,690,000
8 Real Losses	2,088,000	incl. in Mesq	7,455,000	9,543,000
9 Non-Revenue Water	2,940,000	incl. in Mesq	17,036,000	19,976,000
10 Data Validity Score	71	incl. in Mesq	71	71



## Lower Rio Grande PWWA

### Operators Report

May 16, 2018

#### System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of April, we were issued 232 work and service orders.
- For the month of March, we were issued 529 work and service orders.
- For the month of March, we installed 5 new water services.
- We had no main line water breaks at Alto De Los Flores for the month of March.
- JJ and I have tested all the production meters and only found one that was 21% fast, we have ordered a new meter for that well.
- We have had a few mainline water breaks between the East Mesa and the South valley.
- We have had a lot of problems at Talavera Water, I will explain at the meeting.

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

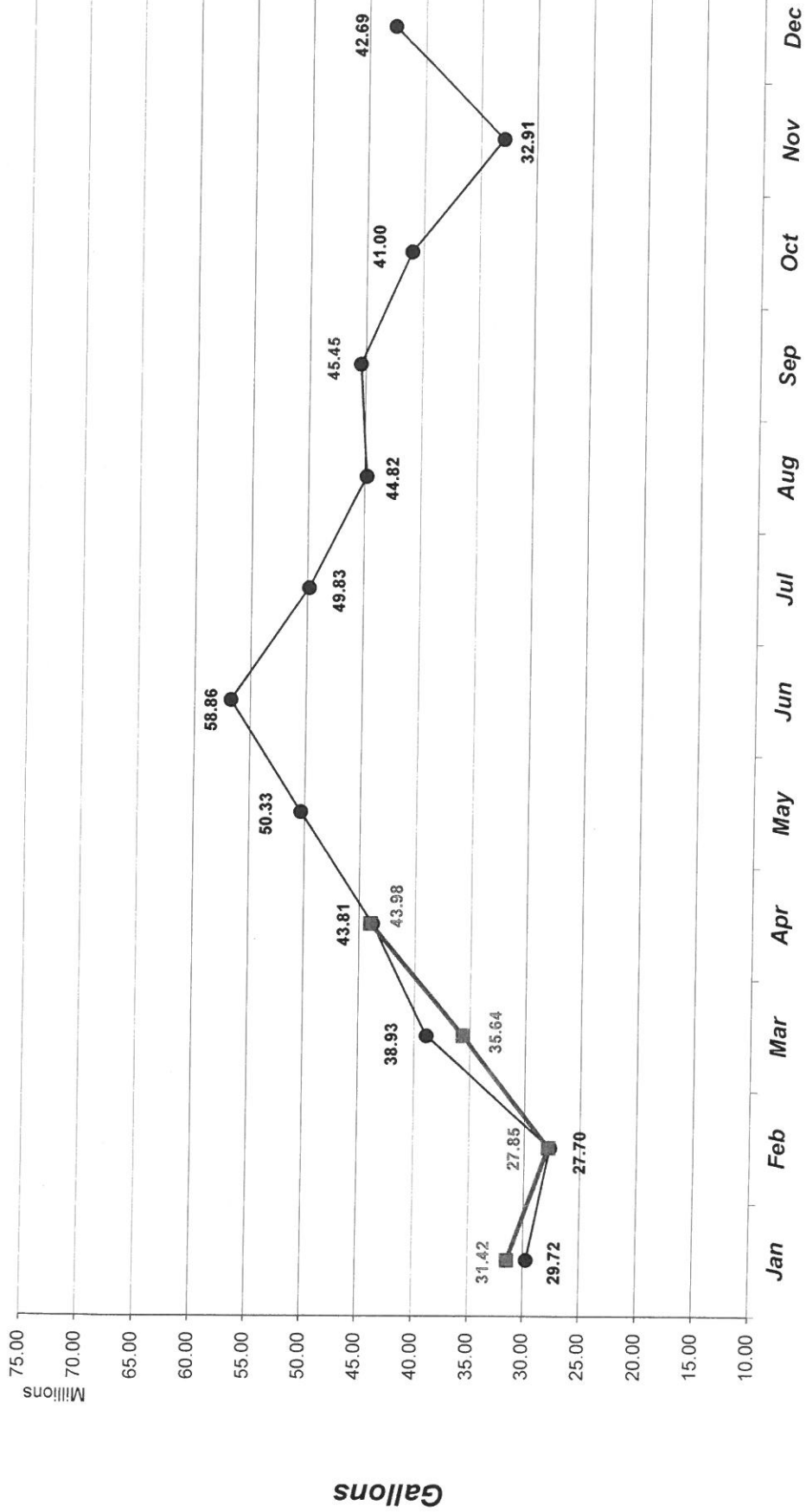
**Mesquite district Wetlands:** NMED is going to require us to drill 3 monitoring wells as the existing are dry.

**Mesquite and Organ Sewer Reports.** The Organ Wastewater and the Mesquite wastewater reports were sent on February 1<sup>st</sup>.

**Chlorine:** No problems.

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

# Lower Rio Grande PWWA Water Production Report



2017 Production    
  2018 Production



# Income Statement

Lower Rio Grande Public Water Works Authority

For Fiscal: FYE 2018 Period Ending: 04/30/2018

	Current			Budget
Revenue	Total Budget	MTD Activity	YTD Activity	Remaining
40000 - Operating Revenue	2,961,000.00	205,233.91	2,420,498.25	540,501.75
40002 - Installation Fees	25,000.00	5,480.34	61,549.64	(36,549.64)
40003 - Activation & Connection Fees-Water	3,600.00	250.00	4,100.00	(500.00)
40004 - Meter Relocation	1,500.00	565.57	708.83	791.17
40005 - Backflow Testing	3,500.00	-	6,273.28	(2,773.28)
40006 - Tampering Fee/Line Breaks	1,500.00	250.33	3,341.12	(1,841.12)
40007 - Delinquency Fee	20,000.00	6,700.00	77,350.00	(57,350.00)
40008 - Penalties-Water	50,000.00	8,422.54	82,883.30	(32,883.30)
40009 - Membership Fees	3,000.00	700.00	7,074.31	(4,074.31)
40010 - Impact Fees	50,000.00	4,865.66	134,748.01	(84,748.01)
40011 - Returned Check Fees	1,500.00	70.00	652.00	848.00
40012 - Credit Card Fees	6,000.00	1,054.85	9,824.87	(3,824.87)
40013 - Miscellaneous Revenue	500.00	30.00	420.00	80.00
40015 - Penalties-Sewer	7,000.00	562.87	5,687.51	1,312.49
40016 - Meter Test Fee	500.00	-	100.00	400.00
40017 - Hydrant Meter Rental Fee	2,000.00	250.00	2,500.00	(500.00)
40019 - DAC Trash Coupons	900.00	90.00	646.00	254.00
40020 - Miscellaneous Revenue-Sewer	1,500.00	-	1,806.13	(306.13)
45000 - Tower Rent	15,000.00	250.00	2,500.00	12,500.00
45001 - Billing Adjustments-Water	-	(3,035.50)	(41,391.19)	41,391.19
45005 - Fiscal Agent Fees	35,000.00	4,271.05	45,884.72	(10,884.72)
45010 - Interest	600.00	29.30	389.41	210.59
45015 - Copy/Fax	400.00	17.00	270.75	129.25
45020 - Other Income	10,000.00	25,975.42	30,947.92	(20,947.92)
45025 - Contract Services	50,000.00	1,712.31	32,180.53	17,819.47
45030 - Transfers In	400,000.00	20,000.00	180,000.00	220,000.00
<b>Revenue Total:</b>	<b>3,650,000.00</b>	<b>283,745.65</b>	<b>3,070,945.39</b>	<b>579,054.61</b>
Expense	Total Budget	MTD Activity	YTD Activity	Remaining
60005 - Accounting Fees	5,000.00	-	-	5,000.00
60010 - Audit	13,500.00	-	12,615.00	885.00
60020 - Bank Service Charges	15,000.00	-	9,961.31	5,038.69
60025 - Cash Short/Over	300.00	(0.09)	(24.85)	324.85
60030 - Dues and Subscriptions	5,000.00	761.43	2,686.33	2,313.67
60035 - Engineering Fees	80,000.00	2,500.00	2,500.00	77,500.00
60045 - Late Fees	1,000.00	-	-	1,000.00
60050 - Legal Fees	10,000.00	550.77	4,596.23	5,403.77
60055 - Legal Notices	6,000.00	-	227.63	5,772.37
60060 - Licenses & Fees	8,000.00	-	3,556.04	4,443.96
60065 - Meals	2,500.00	-	958.67	1,541.33
60070 - Organizational Cost	20,000.00	-	-	20,000.00
60075 - Permit Fees	6,500.00	-	900.00	5,600.00
60080 - Postage	45,000.00	2,622.48	26,090.77	18,909.23
60090 - Professional Fees-Other	10,000.00	-	800.00	9,200.00
60100 - Project Development	200,000.00	-	341,264.50	(141,264.50)
60120 - Retirement Account Fees	2,500.00	-	2,101.62	398.38
60125 - Easements & Leases	5,000.00	-	-	5,000.00
60130 - Training	10,000.00	144.55	6,949.10	3,050.90
60150 - Travel:Lodging Per Diem	5,000.00	-	3,087.30	1,912.70
60155 - Travel:Meals Per Diem	5,000.00	-	808.10	4,191.90
60160 - Travel:Mileage/Parking Per Diem	-	-	484.20	(484.20)
60175 - Fixed Asset Disposal Fees	1,500.00	-	-	1,500.00
60600 - Debit Service	146,360.00	24,457.19	194,801.95	(48,441.95)
60650 - Interest paid to NMFA	37,091.00	23,483.19	42,844.94	(5,753.94)
60675 - Interest paid to USDA	130,508.00	10,629.36	106,293.60	24,214.40
63000 - Regular Pay	825,000.00	75,137.67	727,315.58	97,684.42

63001 - Overtime	21,000.00	1,234.48	16,502.60	4,497.40
63006 - Holiday Pay	55,000.00	-	39,517.24	15,482.76
63007 - Sick Pay	97,500.00	2,755.82	45,488.23	52,011.77
63008 - Annual Leave Pay	117,500.00	4,577.26	55,397.69	62,102.31
63010 - 401K 10% Company Contribution	99,000.00	-	-	99,000.00
63060 - Contract Labor	10,000.00	-	-	10,000.00
63070 - Employee Benefits-401K Contrib	40,000.00	2,434.10	26,597.52	13,402.48
63090 - HISC-Blue Medicare Rx.	500.00	42.45	631.15	(131.15)
63100 - Insurance-Dental	15,000.00	923.32	9,820.15	5,179.85
63110 - Insurance-Health	170,000.00	20,178.83	208,972.17	(38,972.17)
63115 - Salaries: Insurance - Work Comp	20,000.00	2,097.00	17,091.00	2,909.00
63130 - Mileage	1,500.00	17.19	460.62	1,039.38
63135 - Drug Testing	1,500.00	-	150.00	1,350.00
63160 - Payroll Taxes-Medicare	18,000.00	1,213.75	12,821.42	5,178.58
63170 - Payroll Taxes-Social Security	71,000.00	5,189.73	54,821.81	16,178.19
63195 - Taxes, Liability, Insurance: Cobra Fee	1,000.00	-	-	1,000.00
63200 - Vision Insurance	5,000.00	285.56	2,987.63	2,012.37
64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	3,292.44	30,866.49	19,133.51
64200 - Sewer:Electricity-Sewer	9,000.00	695.62	7,712.33	1,287.67
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	300.18	2,186.14	7,813.86
65010 - Automobile Repairs & Maint.	36,000.00	4,531.93	48,970.78	(12,970.78)
65230 - Computer Maintenance	65,000.00	134.89	47,279.75	17,720.25
65240 - Equipment Rental	2,500.00	-	730.41	1,769.59
65250 - Fuel	65,000.00	4,548.99	47,249.82	17,750.18
65260 - Kitchen & Cleaning Supplies	5,000.00	-	-	5,000.00
65270 - Lab Chemicals-Water	15,000.00	-	674.95	14,325.05
65280 - Lab Chemicals-Water:Chemicals	40,000.00	3,949.33	25,804.85	14,195.15
65300 - Locates	7,000.00	-	775.96	6,224.04
65310 - Maint. & Repairs-Infrastructure	199,741.00	2,240.66	49,611.28	150,129.72
65320 - Maint. & Repairs-Office	10,000.00	9,786.03	16,669.69	(6,669.69)
65330 - Maintenance & Repairs-Other	169,000.00	13,053.25	47,367.93	121,632.07
65340 - Materials & Supplies	50,000.00	3,280.22	73,754.22	(23,754.22)
65345 - Non Inventory-Consumables	111,000.00	4,018.97	33,887.41	77,112.59
65350 - Office Supplies	15,000.00	306.87	7,400.47	7,599.53
65360 - Printing and Copying	20,000.00	1,145.15	11,342.09	8,657.91
65370 - Tool Furniture	5,000.00	59.50	12,515.14	(7,515.14)
65390 - Uniforms-Employee	15,000.00	917.02	9,194.57	5,805.43
65490 - Cell Phone	20,000.00	1,022.15	14,740.85	5,259.15
65500 - Electricity-Lighting	10,000.00	618.81	4,764.19	5,235.81
65510 - Electricity-Offices	17,000.00	1,431.66	12,023.64	4,976.36
65520 - Electricity-Wells	225,000.00	12,034.04	169,435.53	55,564.47
65530 - Garbage Service	2,500.00	219.58	1,988.92	511.08
65540 - Natural Gas	3,000.00	169.10	1,571.12	1,428.88
65550 - Security/Alarm	10,000.00	2,395.88	5,856.18	4,143.82
65560 - Telephone	20,000.00	1,308.90	33,529.50	(13,529.50)
65570 - Wastewater	1,500.00	176.40	1,675.80	(175.80)
66100 - Government Penalties & Interest	2,500.00	-	-	2,500.00
66200 - Insurance-General Liability	80,000.00	16,083.00	68,325.00	11,675.00
66700 - Water Conservation Fee	20,000.00	1,069.17	10,026.86	9,973.14
<b>Expense Total:</b>	<b>3,650,000.00</b>	<b>270,025.78</b>	<b>2,780,009.12</b>	<b>869,990.88</b>
<b>Total Surplus (Deficit):</b>	<b>-</b>	<b>13,719.87</b>	<b>290,936.27</b>	<b>(290,936.27)</b>

# ATTACHMENT C

## TIME SCHEDULE FOR PROJECT PHASES

PROJECT NAME: LRG PWWA CENTRAL OFFICE BUILDING  
 OWNER PROJECT NO:

DESIGN PROFESSIONAL: WILSON & COMPANY, INC., ENGINEERS & ARCHITECTS

PHASE	START	FINISH	WEEKS	
<b>Pre-Design / Pre-Contract</b>	8/15/2018	-	8/27/2018	1.7
Submit Fee Proposal			8/15/2018	
Verbal Notice to Proceed	8/15/2018	-	8/20/2018	0.7
Project Pre-Planning	8/20/2018	-	8/27/2018	1.0
<b>Project Scoping / Programming Phase</b>	8/27/2018	-	12/14/2018	15.6
Programming Phase Task Items				
Programming Meetings / Research	8/27/2018		9/3/2018	
Program Development	9/3/2018	-	11/1/2018	8.4
Programming Meeting Presentation			11/1/2018	
Final Owner Submittal & Review	11/8/2018	-	11/15/2018	1.0
Agency Submittal & Review	11/15/2018	-	12/14/2018	4.1
<b>Schematic Design Phase</b>	12/14/2018	-	4/5/2019	16.0
Schematic Design Task Items				
Schematic Design Kick-Off			12/17/2018	
Schematic Design Development	12/17/2018		1/31/2019	6.9
Schematic Design Presentation			1/31/2019	
Cost Estimate Development	1/31/2019		2/14/2019	
Final Owner Submittal & Review	2/18/2019	-	3/4/2019	2.0
Agency Submittal & Review	3/7/2019	-	4/5/2019	4.1
<b>Design Development Phase</b>	4/5/2019	-	7/18/2019	14.9
Design Development Phase Review				
Design Development	4/5/2019		6/4/2019	8.6
Design Development Presentation			6/7/2019	
Cost Estimate Development	5/21/2019		6/4/2019	
Final Owner Submittal & Review	6/4/2019	-	6/18/2019	2.0
Agency Submittal & Review	6/18/2019	-	7/18/2019	4.3
<b>Construction Documents Phase</b>	7/18/2019	-	12/13/2019	20.7
Construction Documents				
Estimating	7/18/2019	-	10/16/2019	12.9
	10/2/2019	-	10/16/2019	2.0
100% CD Presentation to Owner			10/17/2019	
Construction Documents Phase Review				
Owner Review	10/18/2019	-	10/25/2019	1.0
Incorporate Comments	10/25/2019	-	11/4/2019	1.4
Submit 100% Owner Review	11/4/2019	-	11/11/2019	1.0
Agency Submittal & Review	11/13/2019	-	12/13/2019	4.3

<b>RFP/RFQ Events</b>	12/15/2019	-	4/27/2020	19.1
<b>Agency RFP Review</b>	12/17/2019	-	1/10/2020	3.4
a) Issue RFP/RFQ (Owner)			1/12/2020	
b) Pre-Proposal Conference			1/26/2020	14
c) Deadline to Submit Written Questions			2/14/2020	
d) Response to Written Questions			2/21/2020	
e) Last Addenda Issued			2/28/2020	
f) Submission of Proposal (Potential Offerors)			3/4/2020	
g) Submission of Contractors Qualifications Statements			3/5/2020	
h) Proposal Evaluation			3/10/2020	
i) Notice of Short-Listed Offerors			3/10/2020	
j) Interviews of Short-Listed Offerors			3/17/2020	
k) Issue Notice of Intent to Award & Board Recommendation			3/24/2020	
l) Contract Negotiations			4/7/2020	
m) Notice of Award			4/10/2020	
n) Protest of Award Deadline			4/27/2020	
<b>Issue Notice to Proceed (Construction)</b>			4/28/2020	
<b>Construction Phase (12 months)</b>	5/5/2020	-	5/5/2021	52.1
<b>Substantial Completion</b>			4/5/2021	
<b>Final Acceptance and Project, Close-Out (+30 from Substantial)</b>			5/5/2021	
<b>11-Month Correction Period Inspection and Report</b>			4/5/2022	



**ATTACHMENT B**  
A/E Fee Estimate and Hourly Breakdown

**Lower Rio Grande PWWA**  
Central Office Building  
2018-05-11

Rate	Labor												Task Hours	Design Fees	Expenses			Totals
	Civil Engineer (P4 Staff Designer Licensed)	Civil Drafter (PD4 Senior Designer II)	Utilities Engineer (P4 Staff Designer Licensed)	Utilities Drafter (PD4 Senior Designer III)	Project Architect (A6 Architect)	Architectural Drafter (PD3 Senior Designer II)	Admin Asst. III (AD3)	Structural Engineer (P5 Project Designer / Engineer)	Structural Designer (PD3 Senior Designer II / Field Technician)	Mechanical Engineer (P5 Project Designer / Engineer)	Mechanical Designer (PD3 Senior Designer II / Field Technician)	Electrical Engineer (P5 Project Designer / Engineer)			Electrical Designer (PD3 Senior Designer II / Field Technician)	Milage	Travel Expenses	
\$	134.00	120.00	134.00	120.00	158.00	106.00	71.00	172.00	106.00	172.00	106.00	172.00	106.00					

**Lower Rio Grande PWWA**

**ADDITIONAL SERVICES**

<b>1</b>	<b>Additional Services (need and scope will be defined by Programming Statement)</b>																						
a.	Survey; Right-of-Way Research and Boundary Map																	\$	-				
b.	Survey; Topographic																	\$	-				
c.	Subsurface Utility Engineering (SUE)																	\$	-				
d.	Geotechnical Investigation																	\$	-				
e.	Drainage Study																	\$	-				
f.	Environmental Study																	\$	-				
g.	Off Site Utility Design																	\$	-				
h.	Detailed Probable Cost of Construction																	\$	-				
i.	Public Presentations																	\$	-				
j.	Dewatering Plan																	\$	-				
k.	Utility Coordination and Service Hook-up Assistance																	\$	-				
l.	Construction Management Related to Additional Services																	\$	-				
m.	FEMA: CLOMR & LOMR																	\$	-				
<b>2</b>	<b>Planning Phase - Programming</b>																						
a.	Client Meeting #1; confirm goals and objectives	4				8						4					16	\$	2,488.00		\$	2,488.00	
	research documents/existing conditions	8	8			4	2					4					26	\$	3,564.00		\$	3,564.00	
b.	Client Meeting #2; review/confirm findings	8				8						8					24	\$	3,712.00		\$	3,712.00	
	begin spatial arrangements		2			8	8					4					22	\$	3,040.00		\$	3,040.00	
c.	Client Meeting #3; Review Draft Programming Report	8				8						8					24	\$	3,712.00		\$	3,712.00	
d.	QA/QC		2			2						1					9	\$	1,012.00		\$	1,012.00	
e.	Submit Final Report						1		4			1					3	\$	349.00		\$	849.00	
	<b>Subtotal Additional Services</b>	<b>28</b>	<b>12</b>			<b>38</b>	<b>11</b>	<b>5</b>				<b>30</b>					<b>124</b>	<b>\$</b>	<b>\$17,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 18,377.00</b>

**BASIC SERVICES**

<b>3</b>	<b>Design Phase Services</b>																					
	Code Analysis	2				8	8			2		2		2			24	\$	3,412.00		\$	3,412.00
	Schematic Design Submittal (30%)	8	24			24	40			8	8	8	16	8	16		160	\$	20,352.00		\$	20,352.00
	Owner Review - Submittal	2				8				2		2		2			16	\$	2,564.00		\$	2,564.00
	Design Development Submittal (60%)	8	32			24	48			24	16	24	24	24	24		248	\$	32,960.00		\$	32,960.00
	Owner Review - Submittal	2				8				2		2		2			16	\$	2,564.00		\$	2,564.00
	Construction Document Submittal (99%)	8	40			24	72			16	32	20	40	20	40		312	\$	38,800.00		\$	38,800.00
	Owner Review - Submittal	2				8	2			2		2		2			18	\$	2,776.00		\$	2,776.00
	Project Manual	4				16				6		12		12			50	\$	8,224.00		\$	8,224.00
	Procurement Documents					16											16	\$	2,528.00		\$	2,528.00
	Cost Estimate (Coordination for Detailed Estimate)	4				8				4		4		4			24	\$	3,864.00		\$	3,864.00
	QA/QC	4				4		8		4		4		4			28	\$	3,800.00		\$	3,800.00
	Owner Review	1				4				1		1		1			8	\$	1,282.00		\$	1,282.00
	Final Submittal		1				2	2			1		1		1		8	\$	792.00		\$	792.00
																		\$	-		\$	-



**Lower Rio Grande PWWA**  
**Central Office Building**  
**2018-05-11**

	Labor												Task Hours	Design Fees	Expenses			Totals
	Civil Engineer (P4 Staff Designer Licensed)	Civil Drafter (PD4 Senior Designer III)	Utilities Engineer (P4 Staff Designer Licensed)	Utilities Drafter (PD4 Senior Designer III)	Project Architect (A6 Architect)	Architectural Drafter (PD3 Senior Designer II)	Admin Asst. III (AD3)	Structural Engineer (P5 Project Designer / Engineer)	Structural Designer (PD3 Senior Designer II) / Field Technician	Mechanical Engineer (P5 Project Designer / Engineer)	Mechanical Designer (PD3 Senior Designer II) / Field Technician	Electrical Engineer (P5 Project Designer / Engineer)			Electrical Designer (PD3 Senior Designer II) / Field Technician	Mileage	Travel Expenses	
Rate	\$ 134.00	\$ 120.00	\$ 134.00	\$ 120.00	\$ 158.00	\$ 106.00	\$ 71.00	\$ 172.00	\$ 106.00	\$ 172.00	\$ 106.00	\$ 172.00	\$ 106.00					
<b>Lower Rio Grande PWWA</b>																		
<b>4 Procurement / Bidding Phase</b>																		
Advertisement to Bid					2									2	\$ 316.00		\$ 316.00	
Pre-Bid Meeting	1				4			1		1		1		8	\$ 1,282.00		\$ 1,282.00	
Responding to Questions	4				8			4		4		4		24	\$ 3,864.00		\$ 3,864.00	
															\$ -		\$ -	
<b>5 Construction Phase</b>																		
Site Visits (Monthly; 12 visits)					64	8				8		8		88	\$ 12,656.00		\$ 12,656.00	
submittals, rf's, pay app	16				4	32		16		8		12		108	\$ 14,216.00		\$ 14,216.00	
progress review/monitoring								8				16		40	\$ 4,240.00		\$ 4,240.00	
Substantial Completion	12				12			12		12		12		60	\$ 9,696.00		\$ 9,696.00	
Final Completion	4				12			4		4		4		28	\$ 4,496.00		\$ 4,496.00	
															\$ -		\$ -	
<b>6 Observation Phase</b>																		
11-month warranty review	2				2		4	2		2		2		14	\$ 1,900.00		\$ 1,900.00	
															\$ -		\$ -	
															\$ -		\$ -	
<b>Subtotal Professional Services</b>														1,548	\$ 176,584.00		\$ 176,584.00	
<b>Subtotal</b>	84	97			260	212	14	110	65	112	117	112	117	1,300	\$ 176,584	\$ -	\$ 176,584.00	
<b>Item Subtotals \$</b>	\$11,256	\$11,640			\$41,080	\$22,472	\$994	\$18,920	\$6,890	\$18,264	\$12,402	\$19,264	\$12,402					
		\$22,896.00			\$63,552.00	\$994.00		\$25,810.00		\$31,666.00		\$31,666.00						

**Mileage Calculation per Trip**  
n/a @ \$0.54/mile

<b>Total Basic Services</b>	<b>\$ 176,584.00</b>
<b>Reimbursible Expenses (Basic Services)</b>	
<b>Total Additional Services (Planning Phase)</b>	<b>\$ 18,377.00</b>
<b>Reimbursible Expenses</b>	<b>\$ 12,235.65</b>
<b>Subtotal</b>	<b>\$ 207,196.65</b>
<b>(Las Cruces) NMGR @ 8.3125%</b>	<b>\$ 14,678.55</b>
<b>Total with Tax</b>	<b>\$ 221,875.20</b>

Gross Receipts Tax amount should be \$17,223.22  
Corrected Total should be \$224,419.87



# LOWER RIO GRANDE

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## Public Water Works Authority

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325 Holguin Road

Vado, New Mexico 88072

(575) 233-5742

[www.LRGauthority.org](http://www.LRGauthority.org)

## CROSS CONNECTION PREVENTION AND CONTROL POLICY

### SHORT TITLE.

This Policy shall be known and may be cited as “The Cross Connection Prevention and Control Policy” (or CCPCP).

### AUTHORITY.

Lower Rio Grande Public Water Works Authority

### APPLICABILITY.

Compliance with this Policy shall be a precondition to receiving or continuing to receive water service from the Authority.

### DEFINITIONS.

For the purpose of this Policy, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**APPROVED BACKFLOW PREVENTION ASSEMBLY.** An assembly or other means designed to prevent backflow. The assembly shall be listed by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, accepted by the Authority and shall be limited to the following five types of assemblies unless otherwise stated:

(1) **AIR-GAP.** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying potable water into a tank, plumbing fixture, receptor and the flood level rim of the receptacle.

(2) **PRESSURE VACUUM BREAKER.** Consists of one independently operating spring loaded check valve and an independently operating spring-loaded air inlet valve located on the discharge side of the check valve, two full-ported, resilient seated shut-off valves and equipped with properly located resilient seated test cocks.

(3) **REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY.** Consists of two independently acting check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between The check valves, including two full-ported, resilient seated shut-off valves at each end

Of the assembly, and equipped with properly located resilient seated test cocks.

(4) **SPILL-RESISTENT PRESSURE VACUUM BREAKER.** Consists of one independently operating spring-loaded check valve and an independently operating spring-loaded air inlet valve located on the discharge side of the check valve, two full ported, resilient seated shut-off valves and equipped with properly located resilient seated test cock and vent valve.

(5) **DOUBLE CHECK VALVE ASSEMBLY.** Consists of two independently acting, approved check valves, including two full-ported, resilient seated shut-off valves at each end of the assembly and equipped with properly located resilient seated test cocks. Any existing double check valve assemblies are approved to continue in service provided that the assemblies can be maintained, tested and repair parts are available through the manufacturer.

**AUXILIARY WATER SUPPLY.** Any water source on or available to a premise other than the public water system.

**BACKFLOW PREVENTION ASSEMBLY, CONTAINMENT.** An assembly installed in a customer's water system to protect the public water system from an actual or potential threat of contamination or pollution of the public water system.

**BACKFLOW PREVENTION ASSEMBLY, ISOLATION.** An assembly installed within the customer's water system at the point of each cross-connection to protect the customer's potable water system from other non-potable water sources within the customer's water system.

**BACKFLOW.** The undesirable reversal of water flow.

**CERTIFIED BACKFLOW PREVENTION ASSEMBLY TESTER.** A person who holds a current certification and is employed by the Authority to test backflow prevention assemblies.

**CERTIFIED BACKFLOW PREVENTION ASSEMBLY REPAIRMAN.** A person who is a certified backflow prevention assembly tester and licensed by the appropriate certified training facility and employed by the Authority.

**CROSS CONNECTION.** An actual or potential connection between a potable water system and a non-potable water source.

**CROSS-CONNECTION CONTROL CONTAINMENT.** The protection of the Authority's water system by the installation of an approved backflow prevention assembly at each service connection to a customer's water system from the Authority water system, and accepted by the Authority.

**CROSS CONNECTION CONTROL ISOLATION.** The protection of the customer's water system by the installation of an approved backflow prevention assembly within the

customer's water system at the point of each and every cross-connection.

**CROSS CONNECTION ADMINISTRATOR.** The Operations Manager shall administer the cross connection control program and is charged with certain duties and responsibilities by this Policy.

**CROSS CONNECTION INSPECTOR.** The person designated by the Operations Manager to assist in the enforcement of the Cross Connection Control Policy and who is charged with certain duties and responsibilities by this Policy. The Cross Connection Inspector shall be a certified Water Operator at a minimum of Level II and be a certified backflow prevention assembly tester.

**CUSTOMER.** The person responsible for payment of fees as determined pursuant to the Lower Rio Grande Public Water Works Authority's *Schedule of Rates and Fees* as it may be amended.

**CUSTOMER'S WATER SYSTEM.** The water system on a customer's premises beginning at the service connection.

**GENERAL MANAGER.** The General Manager of the Authority or his/her designee.

**HAZARD, CONTAMINATION.** Contamination is a hazardous substance that may cause death, illness, injury, or the spread of disease if introduced into a potable water system. Contamination includes, but is not limited to, corrosion inhibitors; anti-freeze solutions; chemical water treatment for boilers and cooling systems; fertilizers, herbicides and pesticides used in irrigation systems; heavy metals and total coliform bacteria found in fire systems; and other hazardous substances.

**HAZARD, POLLUTION.** A low hazard substance that will degrade the taste, color, odor or other aesthetic quality of the water if introduced into a potable water system, but will not cause death, injury or spread of disease. Pollution includes, but is not limited to, backflow of domestic water from tall buildings; backflow of domestic hot water from water heaters; and other similar low hazard substances.

**COMMERCIAL WATER CUSTOMER.** Any water customer who receives water service by the Authority's water system and is classified in the Authority's policies as a commercial customer.

**RESIDENTIAL WATER CUSTOMER.** Any water customer who receives water service by the Authority's water system and is classified in the Authority's policies as a residential customer.

**PREMISES.** A building, a tract of land with buildings, or parts of buildings thereon.

**PUBLIC WATER SYSTEM.** The potable water system that supplies water service to residential and non-residential water users within the service area of the Authority.

**SERVICE CONNECTION.** The terminal end of the water service from the public water

system and point of delivery to the customer's water system, more particularly defined as follows:

- (1) The service connection for a metered water service is the downstream end of the water meter or meter setter;
- (2) The service connection for un-metered water services and fire lines which serve private fire protection systems is located at the property boundary or at the water utility easement boundary to a customer's premises; and
- (3) The service connection for a fire hydrant and all other temporary or emergency water services is located at the point of connection to the Authority's system.

**WATER, POTABLE.** Water delivered by the public water system intended for human consumption and meeting federal and state drinking water standards.

**WATER, NONPOTABLE.** Water that is not safe for human consumption or that is of questionable quality. Any water delivered by the non-potable water system and intended for irrigation use or other allowable non-potable applications.

**WATER, USED.** Any water delivered by the Authority to a customer's water system after it has passed the service connection.

#### **ADOPTION OF TECHNICAL SPECIFICATIONS.**

The Authority hereby adopts technical specifications to define backflow prevention assembly installation standards, guidelines and criteria set forth by the Foundation for Cross-Connection Control and Hydraulic Research at University of Southern California.

#### **RESPONSIBILITY.**

It shall be the responsibility of the Authority to administer and enforce the provisions of this Policy. This Policy also assigns responsibilities to customers and to the Authority's certified backflow prevention assembly testers and repairmen as described in this section.

(A) Authority. The Authority shall be responsible for the protection of the public water system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. The Authority shall enforce all the provisions of this Policy that relate to cross connection control by containment; shall approve all cross connection control backflow prevention assemblies; shall administer a continuing cross connection control program; maintain a customer and backflow prevention assembly data base; and shall not knowingly install, maintain or approve installation of a water service connection unless the public water system is protected as required by this Policy.

(B) Customer. All customers shall be responsible, without further notice, for the prevention of contaminants, pollutants or water from auxiliary water supplies from entering the customer's potable water system and the Authority's water system. The Authority shall provide at the Customer's expense, as outline in the *Member/Customer Policy* and attached *Schedule of Rates and Fees*, approved backflow prevention assemblies as required by this Policy. The customer's responsibility begins at the service connection and extends throughout the entire length of the water system within

the premises. The Authority shall install, have tested, and maintain, at the Customer's expense, backflow prevention assemblies as directed by the Authority. Test reports shall be delivered to the Customer within sixty (60) calendar days of testing. Accurate records of all inspections, tests, repairs and replacement of backflow prevention assemblies shall be maintained by the Authority for a period of three (3) years.

(C) Certified backflow prevention assembly tester. Only the Authority's certified backflow prevention assembly testers are permitted to inspect and test backflow prevention assemblies installed by the Authority. They shall complete and provide accurate test reports to the Customer within sixty (60) calendar days of the test.

(D) Certified backflow prevention assembly repairman. Only the Authority's certified backflow prevention assembly repairmen are permitted to inspect and test backflow prevention assemblies installed by the Authority. They shall complete and provide accurate test reports to the Customer within sixty (60) calendar days of the test.

(E) The Authority shall provide copies of gauge calibration test reports to the Customer upon their request.

(F) Backflow Prevention Assemblies installed by Customers prior to the adoption of this Policy. The Cross Connection Administrator shall notify Customers who have installed backflow prevention assemblies prior to the adoption of this policy that the Authority shall assume responsibility for testing and repair and replacement of said assemblies ~~at the Customer's expense~~. They shall complete and provide accurate test reports to the Customer within sixty (60) calendar days of the test.

(G) EXCEPTION: Gadsden Independent School District shall be responsible for items (B), (C), (D), and (E) above at its own expense and shall not be subject to the Authority's fees outlined in this policy. All other provisions of this policy remain applicable. Failure to submit the following reports to the Authority within sixty (60) days shall void this exception.

(1) Documentation of certification and re-certification of backflow prevention assembly tester

(2) Documentation of certification and re-certification of backflow prevention assembly repairman

(3) Test reports for each device located at a SERVICE CONNECTION as described in the DEFINITIONS section of this policy including newly installed devices

(4) Copies of the Gauge Calibration Test Report for each gauge.

## REQUIREMENTS.

(A) Mandatory cross-connection control by containment:

(1) Effective the date of adoption of this policy, all new commercial premises must have

a reduced pressure principle backflow prevention assembly installed by the Authority at each service connection to the customer's water system or at a location approved by the Authority.

(2) Effective the date of adoption of this policy, all existing commercial service connections that do not have a backflow prevention assembly shall have one installed by the Authority at the Customer's expense at each commercial service connection or at a location approved by the Authority.

(3) All non-residential irrigation water systems connected to the Authority's system must have a ~~pressure vacuum breaker, spill-resistant pressure vacuum breaker or a~~ reduced pressure principle backflow prevention assembly installed by the Authority at Customer's expense at the service connection on the public water system.

(4) All customers connected to a non-potable water system and the public water system shall have a reduced pressure principle backflow prevention assembly installed by the Authority at the Customer's expense at the potable service connection.

(5) All fire hydrants used for drawing water for filling tanks and tank trucks and for temporary irrigation systems must have an air-gap or approved reduced pressure principle backflow prevention assembly installed by the Authority at the Customer's expense.

(6) Any residential premises having existing private wells and who desire to connect to the Authority's water system shall have three options as follows:

(a) Customers shall permanently abandon the use of private wells by plugging the wells as accepted by the Authority prior to connecting to the public water system; or

(b) Customers who choose to maintain their private wells shall have installed by the Authority at the Customer's expense a reduced pressure principle backflow prevention assembly at the terminal end of the water service from the Authority's water system (e.g., service connection).

(c) Customers shall completely sever the private well from the premises' potable plumbing system and the Authority shall ensure that a dual check meter setter is in place at the service connection.

(7) Effective the date of adoption of this policy, all new fire line services to fire protection systems shall be equipped with a reduced pressure principal backflow prevention assembly approved by the Authority and Fire Marshal having jurisdiction at each service connection.

(8) Premises with existing fire protection systems containing double check valve assemblies are approved to continue in service

(9) Once an approved backflow prevention assembly for containment has been installed at a premise, it shall not be removed except by the Authority. Permanent removal of a containment backflow prevention assembly by the Customer will result in termination of water service.

(10) All backflow prevention assemblies shall be installed in the public right-of-way, an easement dedicated to the Authority or access will be required.

(B) Waivers. Customers who can demonstrate that there is no risk of cross connection and/or contamination at their premises on an annual basis by granting the Authority right of entry and inspection may be granted an annual waiver from the requirement to have a backflow assembly installed at their premises at the Customer's expense by the Cross Connection Administrator.

(i) In the event a contamination hazard is determined to exist, the Authority shall immediately terminate water service to the premises. The Authority shall restore water service to the premises once the contamination hazard has been controlled or eliminated.

(ii) In the event that a Customer refuses an inspection, the Authority shall install an approved assembly at the Customer's expense.

(C) Tests and maintenance of backflow prevention assemblies. Customers shall have their existing containment and isolation backflow prevention assemblies tested by the Authority at the Customer's expense at least once a year by the Authority's certified backflow prevention assembly tester. Assemblies that fail a test shall be repaired or replaced and immediately retested by the Authority's certified backflow prevention assembly repairman. Tests, repairs and replacements shall be at the expense of the Customer. All new installations of backflow prevention assemblies shall be tested by the Authority's certified backflow prevention assembly tester immediately upon installation and test reports submitted to the Customer within seven (7) calendar days. Once the backflow prevention assembly is tested and operating properly, water service to the premises may continue.

(D) Existing backflow prevention assemblies. Any existing backflow prevention assemblies that are not on the current list of approved backflow prevention assemblies may be approved by the Cross Connection Administrator to continue in service provided that the assemblies can be maintained, tested and repaired with parts available through the manufacturer. Whenever obsolete assemblies are replaced, they shall be replaced with current, approved backflow prevention assemblies.

(E) Certification of testers and repairmen. To be certified as a backflow prevention assembly tester and repairman, an Authority employee shall attend a training course that has been approved by the Authority and successfully complete the written and practical examinations administered as part of the approved training course.

(F) Re-certification of testers and repairmen. To remain active as a backflow assembly tester or repairman the certification need to be renewed every three (3) years.

(G) Approved training courses. The Authority's Cross Connection Administrator shall approve of training courses attended by its employees.

(H) Revocation. The Authority shall revoke certification of any it's certified backflow prevention assembly tester or repairman for any of the following reasons:

(1) falsification of tests, records or reports;



- (2) failure to properly maintain test equipment;
- (3) alterations of an existing backflow prevention assembly without the approval of the Cross Connection Administrator or
- (4) failure to inform the Authority of an existing cross connection or a fire protection system without an approved backflow prevention assembly.

#### FEES.

The Authority shall assess fees associated with the implementation of this Policy as determined and set by the Authority's *Schedule of Rates and Fees* attached to its *Member/Customer Policy*. The fees imposed by this Policy are as follows:

(A) Inspection fees. Customers who have granted right of entry and annual inspection in order to obtain a waiver will not be charged an inspection fee unless a re-inspection is required to address issues. Then, a Re-inspection Fee will be assessed.

(B) Annual Testing Fees

(C) Installation Fees

(D) Payment. All fees shall be payable Lower Rio Grande Public Water Works Authority and will be billed to the customer under the terms of the *Member/Customer Policy* and the attached *Schedule of Rates and Fees*.

(E) Responsibility of payment, liens and deposit. The persons responsible for payment of the fees included in this Policy shall be the customer upon whom charges are imposed under Authority's *Member/Customer Policy* and attached *Schedule of Rates and Fees* as it may be amended.

#### GROUNDS FOR TERMINATION OF WATER SERVICE UNDER THIS POLICY.

(A) Any person who willfully tampers, removes or bypasses any approved backflow prevention assembly without prior approval of the Authority, falsifies tests records or reports, obtains water from a fire hydrant in violation of cross connection control requirements, connects a building fire protection service to a normal water service thus creating a cross-connection, or otherwise violates any provision of this Policy may have water service terminated.

(B) In the event the Cross Connection Administrator or designee determines that a potential contamination exists and may be a threat to the public water system, water service to the premises shall be terminated immediately. The Authority shall restore water service to the premises once the customer has controlled or eliminated the contamination hazard.

(C) If water service is terminated for any of these reasons, a CCPCP service fee will be assessed to the customer as per the Authority's *Member/Customer Policy* and attached *Schedule of Rates and Fees*.

(D) The Authority may terminate water service for non-payment of the fees included in

this Policy and in accordance with the Authority's *Member/Customer Policy* and attached *Schedule of Rates and Fees*.

DRAFT

**Lower Rio Grande Public Water Works Authority  
Board of Directors Schedule of Meetings 2018-2019  
Horario de Reuniones de la Junta Directiva 2018-2019**

Unless otherwise specified to accommodate Holidays, the Lower Rio Grande PWWA Board will meet the third Wednesday of each month at 9:30 a.m. at the Lower Rio Grande PWWA Offices designated in this schedule. Agendas will be available seventy-two hours prior to the meeting at each Lower Rio Grande PWWA office that is open to the public.

*A menos que se especifique lo contrario para acomodar días de fiesta, el Consejo del Lower Rio Grande PWWA se reunirá el tercer miércoles de cada mes a las 9:30 de la mañana en las oficinas del Lower Rio Grande señaladas en este calendario. Las agendas serán disponibles 72 horas antes de la reunión en cada oficina del Lower Rio Grande PWWA que está abierto al público.*

9:30 a.m. July 18, 2018	<b>La Mesa</b> 521 St. Valentine.	9:30 a.m. 18 de julio, 2018
9:30 a.m. August 15, 2018	<b>East Mesa</b> 9774 Butterfield Park Blvd.	9:30 a.m. 15 de agosto, 2018
9:30 a.m. September 19, 2018	<b>East Mesa</b> 9774 Butterfield Park Blvd.	9:30 a.m. 19 de septiembre, 2018
9:30 a.m. October, 17, 2018	<b>Vado</b> 325 Holguin Rd.	9:30 a.m. 17 de octubre, 2018
9:30 a.m. November 14, 2018	<b>Vado</b> 325 Holguin Rd.	9:30 a.m. 14 de noviembre, 2018
9:30 a.m. December 12, 2018	<b>Vado</b> 325 Holguin Rd.	9:30 a.m. 12 de diciembre, 2018
9:30 a.m. January 16, 2019	<b>La Mesa</b> 521 St. Valentine	9:30 a.m. 16 de enero, 2019
9:30 a.m. February 20, 2019	<b>La Mesa</b> 521 St. Valentine	9:30 a.m. 20 de febrero, 2019
9:30 a.m. March 20, 2019	<b>Vado</b> 325 Holguin Rd.	9:30 a.m. 20 de marzo, 2019
9:30 a.m. April 17, 2019	<b>East Mesa</b> 9774 Butterfield Park Blvd.	9:30 a.m. 17 de abril, 2019
9:30 a.m. May 15, 2019	<b>La Mesa</b> 521 St. Valentine	9:30 a.m. 15 de mayo, 2019
9:30 a.m. June 19, 2019*	<b>La Mesa</b> 521 St. Valentine	9:30 a.m. 19 de junio, 2019

\*June meeting will include a public hearing on the annual budget.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the LRGPWWA office at 575-233-5742, PO Box 2646, Anthony, NM 88021 OR 215 Bryant St., Mesquite, NM at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the LRGPWWA office if a summary or other type of accessible format is needed.

*Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete de lenguaje de signos o cualquier otra forma de ayudante auxiliar o de servicio para asistir o participar en la audiencia o reunión, por favor póngase en contacto con la oficina de LRGPWWA en 575-233-5742, PO Box 2646, Anthony, NM 88021 OR 215 Bryant St., Mesquite, NM por lo menos una semana antes de la reunión o tan pronto como sea posible. Documentos públicos, incluyendo el orden del día y actas, pueden proporcionarse en diferentes formatos accesibles. Póngase en contacto con la oficina LRGPWWA si es necesario un resumen o de otro tipo de formato accesible.*

**Lower Rio Grande Public Water Works Authority**  
**Resolution Number FY2018-18**  
**Open Meetings Act Resolution for FY2019**

**WHEREAS**, the Lower Rio Grande Public Water Works Authority Board of Directors met in regular session at its La Mesa Office, 521 St. Valentine, La Mesa, New Mexico on Wednesday, May 16, 2018 at 9:30 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, THEREFORE, BE IT RESOLVED** by the Lower Rio Grande Public Water Works Authority Board of Directors that:

1. All meetings shall be held at the offices of the Lower Rio Grande Public Water Works Authority at the locations indicated in the attached schedule of meetings notice.
2. Unless otherwise specified or adjusted to accommodate holidays, regular meetings shall be held each month on the third Wednesday of the month at 9:30 a.m. The agenda will be available at least seventy-two hours prior to the meeting from the office of each Lower Rio Grande Public Water Works Authority Office that is open to the public. 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 Chairperson or a majority of the Directors upon three-day 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 final agenda shall be available to the public at least thirty-six 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 Chairperson 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. Within ten (10)

days of taking action on an emergency matter, the Lower Rio Grande Public Water Works Authority Board of Directors shall report to the New Mexico Attorney General's Office the action that was taken and the circumstances creating the emergency.

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 that is open to the public. Copies of the written notice shall also be mailed or e-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 paragraphs 3 and 4 of this resolution, notice of the date, time, and location is placed in the customer lobby of each Lower Rio Grande Public Water Works Authority office that is open to the public. Copies of the written notice shall also be mailed or e-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.
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 575-233-5742, 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 and adopted by the Lower Rio Grande Public Water Works Authority Board of Directors on this 16<sup>th</sup> day of May, 2018.

Seal:

\_\_\_\_\_  
Mike McMullen, Chairman (District 6)

\_\_\_\_\_  
Furman Smith, Vice-Chairman (District 7)

\_\_\_\_\_  
Esperanza Holguin, Secretary (District 4)

\_\_\_\_\_  
Raymundo Sanchez, Director (District 1)

\_\_\_\_\_  
Joe Evaro, Director (District 3)

\_\_\_\_\_  
Henry Magallanes, Director (District 5)

Vacant \_\_\_\_\_  
Director (District 2)



# LOWER RIO GRANDE

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## Public Water Works Authority

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[www.lrgauthority.org](http://www.lrgauthority.org)

### **Resolution #FY2018-19**

### **Approving Interim FY2019 Budget**

**Whereas**, in order to comply with Sections 6-6-1 and 6-6-2 NMSA 1978 and to apply for CDBG funding, the Board of Directors wishes to adopt and pass a resolution to approve the Interim FY2019 Budget on May 16, 2018.

**Therefore**, be it resolved, the Board of Directors adopts and passes this resolution to approve the Interim FY2019 Budget officially approved on May 68, 2018.

PASSED, APPROVED, AND ADOPTED: May 16, 2018

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Mike McMullen, Chairman

Seal:

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Esperanza Holguin, Secretary

**FY2019 Interim Budget**

<b>Revenue</b>				
<b>Account</b>	<b>Account Name</b>	<b>Original Budget</b>	<b>FY19 Interim Budget</b>	<b>% Change</b>
001-40019	DAC Trash Coupon Fee	\$ (900.00)	\$ (900.00)	
001-45000	Tower Rent	\$ (15,000.00)	\$ (15,000.00)	
001-45005	Fiscal Agent Fees	\$ (35,000.00)	\$ (35,000.00)	
001-45010	Interest	\$ (600.00)	\$ (600.00)	
001-45015	Copy/Fax	\$ (400.00)	\$ (400.00)	
001-45020	Other Income	\$ (10,000.00)	\$ (10,000.00)	
001-45025	Contract Services - O & M	\$ (50,000.00)	\$ (50,000.00)	
001-45030	Transfers In (Reserve Funds)	\$ (400,000.00)	\$ -	
100-40000	Operating Revenue-Water	\$ (2,821,000.00)	\$ (2,821,000.00)	
100-40002	Installation Fees-Water	\$ (20,000.00)	\$ (20,000.00)	
100-40003	Activation & Deactivation Fees	\$ (3,600.00)	\$ (3,600.00)	
100-40004	Meter Relocation	\$ (1,500.00)	\$ (1,500.00)	
100-40005	Backflow Testing	\$ (3,500.00)	\$ (3,500.00)	
100-40006	Tampering Fee/Line Breaks	\$ (1,500.00)	\$ (1,500.00)	
100-40007	Delinquency Fee	\$ (20,000.00)	\$ (20,000.00)	
100-40008	Penalties-Water	\$ (50,000.00)	\$ (50,000.00)	
100-40009	Membership Fees	\$ (3,000.00)	\$ (3,000.00)	
100-40010	Impact Fees	\$ (50,000.00)	\$ (50,000.00)	
100-40011	Returned Check Fees	\$ (1,500.00)	\$ (1,500.00)	
100-40012	Credit Card Fees	\$ (6,000.00)	\$ (6,000.00)	
100-40013	Miscellaneous Revenue (DAC Letter)	\$ (500.00)	\$ (500.00)	
100-40015	After Hours Charge	\$ (3,000.00)	\$ (3,000.00)	
100-40016	Meter Test Fee	\$ (500.00)	\$ (500.00)	
100-40017	Hydrant Meter Rental Fee	\$ (2,000.00)	\$ (2,000.00)	
150-40000	Operating Revenue-Sewer	\$ (140,000.00)	\$ (140,000.00)	
150-40002	Installation Fees-Sewer	\$ (5,000.00)	\$ (5,000.00)	
150-40015	Penalties-Sewer	\$ (4,000.00)	\$ (4,000.00)	
150-40020	Miscellaneous Revenue-Sewer	\$ (1,500.00)	\$ (1,500.00)	
		<b>\$ (3,650,000.00)</b>	<b>\$ (3,250,000.00)</b>	<b>10.96%</b>

<b>Expenses - Accounting &amp; Administration</b>				
<b>Account</b>	<b>Account Name</b>	<b>Original Budget</b>	<b>FY19 Interim Budget</b>	<b>% Change</b>
001-00-60005	Accounting Fees	\$ 5,000.00	\$ -	
001-00-60010	Audit/Accounting Fees	\$ 13,500.00	\$ 15,000.00	
001-00-60020	Bank Service Charges	\$ 15,000.00	\$ 15,000.00	
001-00-60025	Cash Short/Over	\$ 300.00	\$ 300.00	
001-00-60030	Dues and Subscriptions	\$ 5,000.00	\$ 5,000.00	
001-00-60175	Fixed Asset Disposal Fees	\$ 1,500.00	\$ 1,500.00	
001-00-60045	Late Fees	\$ 1,000.00	\$ 1,000.00	
001-00-60055	Legal Notices	\$ 6,000.00	\$ 2,500.00	
001-00-60060	Licenses & Fees	\$ 8,000.00	\$ 5,000.00	
New Line Item	EBID Permit Renewals			
New Line Item	DAC Permit Renewals			
New Line Item	BLM Land Lease Renewals			
001-00-60065	Meals	\$ 2,500.00	\$ 2,500.00	
001-00-63130	Mileage	\$ 1,500.00	\$ 1,500.00	
001-00-60080	Postage	\$ 40,000.00	\$ 30,000.00	
100-50-60080	Postage-UPS	\$ 5,000.00	\$ 5,000.00	
001-20-65360	Printing and Copying	\$ 20,000.00	\$ 20,000.00	
001-00-60130	Training	\$ 10,000.00	\$ 10,000.00	
001-00-60150	Travel:Lodging Per Diem	\$ 5,000.00	\$ 5,000.00	
001-00-60155	Travel:Meals Per Diem	\$ 5,000.00	\$ 5,000.00	
001-00-60075	Permit Fees	\$ 6,500.00		Project Related Expenses
001-00-60125	Easements & Leases	\$ 5,000.00		Project Related Expenses
001-00-60035	Engineering Fees	\$ 80,000.00		Project Related Expenses
001-00-60050	Legal Fees	\$ 10,000.00		Project Related Expenses
001-00-60070	Organizational Cost	\$ 20,000.00		Project Related Expenses
001-00-60090	Professional Fees-Other	\$ 10,000.00		Project Related Expenses
001-00-60100	LRGPWWA Funded Projects	\$ 200,000.00		Project Related Expenses
500-00-10025	Central Office Building	\$ -		Project Related Expenses
		<b>\$ 475,800.00</b>	<b>\$ 124,300.00</b>	<b>73.88%</b>

<b>Expenses - Debt Service</b>				
<b>Account</b>	<b>Account Name</b>	<b>Original Budget</b>	<b>FY19 Interim Budget</b>	<b>% Change</b>
150-00-60600	Debt Service	\$ 20,000.00	\$ 20,000.00	
100-00-60600	Debt Service	\$ 126,360.00	\$ 128,000.00	



### FY2019 Interim Budget

100-00-60650	Interest paid to NMFA	\$ 17,091.00	\$ 17,000.00	
001-00-60650	Interest paid to NMFA	\$ 20,000.00	\$ 20,000.00	
150-00-60675	Interest paid to USDA	\$ 16,000.00	\$ 16,000.00	
100-00-60675	Interest paid to USDA	\$ 114,508.00	\$ 114,000.00	
		\$ 313,959.00	\$ 315,000.00	-0.33%

Expenses - Inventory				
Account	Account Name	Original Budget	FY19 Interim Budget	% Change
100-00-65340	Inventory Disbursements	\$ 50,000.00	\$ 50,000.00	
100-10-65345	Non Inventory-Consumables	\$ 50,000.00	\$ 50,000.00	
100-20-65345	Non Inventory-Special Order	\$ 61,000.00	\$ 30,000.00	
		\$ 161,000.00	\$ 130,000.00	19.25%

Expenses - Operations & Maintenance				
Account	Account Name	Original Budget	FY19 Interim Budget	% Change
001-00-65230	Computer Maintenance	\$ 65,000.00	\$ 58,000.00	
100-00-65270	Lab Testing Fees-Water	\$ 15,000.00	\$ 5,000.00	
100-00-65300	Locates	\$ 2,000.00	\$ 1,000.00	
New Line Item	SCADA Maintenance Fee-Timberline		\$ 2,000.00	
New Line Item	Test Equipment Calibration		\$ 2,000.00	
New Line Item	Generator Maintenance Contract		\$ 3,000.00	
001-50-65330	Permits/Bores/Density Test	\$ -	\$ 1,500.00	
001-10-65390	Uniforms-Employee	\$ 15,000.00	\$ 15,000.00	
001-20-65320	Maint. & Repairs-Office	\$ 10,000.00	\$ 10,000.00	
150-70-65310	Maint. & Repairs-Sewer System	\$ 9,000.00	\$ 9,000.00	
100-40-65310	Maint. & Repairs-Wells & Boosters	\$ 190,741.00	\$ 50,000.00	
001-10-65330	Maintenance & Repairs-Heavy Equipment	\$ 10,000.00		
New Line Item	Meter Testing/Repair/Replacement	\$ -	\$ 15,000.00	
001-60-65330	Maintenance & Repairs-Planned	\$ 159,000.00	\$ 118,700.00	See Detail Listing for Capital Expenditures
001-10-65010	Automobile Repairs & Maint. LRG-00 Misc	\$ 36,000.00	\$ 50,000.00	
100-40-65280	Chemicals-Water	\$ 40,000.00	\$ 40,000.00	
001-10-65240	Equipment Rental	\$ 2,500.00	\$ 2,500.00	
001-10-65250	Fuel	\$ 65,000.00	\$ 65,000.00	
001-20-65350	Office Supplies	\$ 20,000.00	\$ 10,000.00	
001-00-65370	Tool Furniture	\$ 5,000.00	\$ 15,000.00	
		\$ 644,241.00	\$ 512,700.00	20.42%

Expense - Salaries & Benefits				
Account	Account Name	2018 Budget	FY19 Interim Budget	% Change
001-00-63010	401K Annual Contribution	\$ 99,000.00	\$ 100,000.00	
001-00-63070	401K Company Match	\$ 40,000.00	\$ 41,000.00	
001-00-60120	Retirement Account Fees	\$ 2,500.00	\$ 2,500.00	
001-00-63195	Cobra Fee	\$ 1,000.00	\$ 1,000.00	
001-00-63135	Drug Testing	\$ 1,500.00	\$ 1,500.00	
100-60-63090	HISC-Blue Medicare Rx. Mr. Ortega	\$ 500.00	\$ 500.00	
001-00-63100	Insurance-Dental	\$ 15,000.00	\$ 15,000.00	
001-00-63110	Insurance-Health	\$ 170,000.00	\$ 175,000.00	
001-00-63200	Insurance-Vision	\$ 5,000.00	\$ 5,000.00	
001-00-63115	Work Comp Insurance	\$ 20,000.00	\$ 20,000.00	
001-00-63030	Accrued Leave	\$ 75,000.00	\$ 75,000.00	
001-00-63008	Annual Leave Pay	\$ 80,000.00	\$ 80,000.00	
001-00-63060	Contract Labor	\$ 10,000.00	\$ 10,000.00	
100-40-63006	Holiday Pay	\$ 55,000.00	\$ 55,000.00	
001-20-63001	Overtime	\$ 21,000.00	\$ 30,000.00	
100-50-63000	Regular Pay	\$ 825,000.00	\$ 875,000.00	
001-00-63007	Sick Pay	\$ 60,000.00	\$ 60,000.00	
100-50-63160	Payroll Taxes-Medicare	\$ 18,000.00	\$ 18,500.00	
100-50-63170	Payroll Taxes-Social Security	\$ 71,000.00	\$ 73,000.00	
		\$ 1,569,500.00	\$ 1,638,000.00	-4.36%

Expense - Sewer Operations & Maintenance				
Account	Account Name	Original Budget	FY19 Interim Budget	% Change
150-00-64100	DAC Waste Water Flow Charge	\$ 50,000.00	\$ 50,000.00	
150-00-64200	Electricity-Sewer	\$ 9,000.00	\$ 9,000.00	
150-00-65300	Locates	\$ 5,000.00	\$ 5,000.00	
150-00-64300	Lab & Chemicals-Sewer	\$ 10,000.00	\$ 10,000.00	
001-20-65570	Sewer Maintenance/Sludge Removal	\$ -	\$ 25,000.00	

## FY2019 Interim Budget

	\$ 74,000.00	\$ 99,000.00	-33.78%
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Expenses - Taxes & Insurance				
Account	Account Name	Original Budget	FY19 Interim Budget	% Change
001-00-66100	Government Penalties & Interest	\$ 2,500.00	\$ 2,500.00	
001-00-66200	Insurance-General Liability	\$ 80,000.00	\$ 82,000.00	
100-40-66700	Water Conservation Fee	\$ 20,000.00	\$ 20,000.00	
		<b>\$ 102,500.00</b>	<b>\$ 104,500.00</b>	<b>-1.95%</b>

Expenses - Utilities				
Account	Account Name	Original Budget	FY19 Interim Budget	% Change
001-20-65490	Cell Phone	\$ 20,000.00	\$ 20,000.00	
001-00-65500	Electricity-Lighting	\$ 10,000.00	\$ 10,000.00	
001-20-65510	Electricity-Offices	\$ 17,000.00	\$ 17,000.00	
100-40-65520	Electricity-Wells	\$ 225,000.00	\$ 225,000.00	
001-20-65530	Garbage Service	\$ 2,500.00	\$ 2,500.00	
001-20-65540	Natural Gas	\$ 3,000.00	\$ 3,000.00	
001-20-65570	Wastewater	\$ 1,500.00	\$ 2,000.00	
001-20-65550	Security/Alarm	\$ 10,000.00	\$ 10,000.00	
001-20-65560	Telephone	\$ 20,000.00	\$ 30,000.00	
	Telstar Annual Maintenance Contract	\$ -	\$ 7,000.00	
		<b>\$ 309,000.00</b>	<b>\$ 326,500.00</b>	<b>-5.66%</b>
<b>Revenue - Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	

FY19 Budgeted Capital Expenditures			
Account	Account Name		
001-60-65330	Maintenance & Repairs-Planned		\$ 118,700.00
001-60-65330	New Trucks	\$ 100,000.00	
001-60-65330	Fence for Butterfield Office	\$ 2,500.00	
001-60-65330	Water Audit by 3rd Party	\$ 3,500.00	
001-60-65330	Meter Testing Equipment	\$ 10,000.00	
001-60-65330	PRV's	\$ 40,000.00	
001-60-65330	AMR Meter Reading Tablets	\$ 20,000.00	
001-60-65330	GIS Mapping	\$ 60,000.00	
001-60-65330	Backflows at Lift Stations	\$ 9,000.00	
001-60-65330	ExecuTime Module	\$ 20,000.00	
	Chemicals/Filtration Unit for HV		
	<b>Total</b>	<b>\$ 265,000.00</b>	<b>\$ (146,300.00)</b>

FY18 Budgeted Capital Expenditures				
Account	Account Name	FY2018 Budget	Completed	Over/Under Budget
001-60-65330	Maintenance & Repairs-Planned	\$ 400,000.00	\$ (334,668.10)	\$ 65,331.90
001-60-65330	New Trucks/SUV	\$ 80,000.00	\$ 74,643.00	\$ 5,357.00
001-60-65330	Trailer for hauling large backhoe	\$ 15,000.00	\$ 10,599.00	\$ 4,401.00
001-60-65330	Wetland Demolition	\$ 30,000.00	\$ 30,985.00	\$ (985.00)
001-60-65330	GIS Mapping Project	\$ 60,000.00	\$ 60,000.00	\$ -
001-60-65330	Phone Recording System	\$ 9,000.00	\$ 9,000.00	\$ -
001-60-65330	SCADA Improvements	\$ 80,000.00	\$ 84,707.08	\$ (4,707.08)
001-60-65330	Well Repairs/Backup Pump & Motor	\$ 37,000.00	\$ 45,840.09	\$ (8,840.09)
001-60-65330	Hwy 70 Bore	\$ 80,000.00	\$ 18,893.93	\$ 61,106.07
001-60-65330	Gas Chlorine Systems	\$ 45,000.00		Cost increased
	Residential Meter Testing	\$ 14,000.00	\$ -	Included in FY19 Budget
	Meter Testing Equipment	\$ 9,000.00	\$ -	Could use FY19 Tool/Furniture Budget
	Replace 10 Well Meters	\$ 49,200.00		Water Audit Recommendation
	Replace Commercial Meters	\$ 35,000.00		Water Audit Recommendation
	Flow Meters for Interconnections	\$ 48,000.00		Water Audit Recommendation
	Mini Excavator	\$ 35,000.00	\$ -	Post poned
	Abandon old Well sites			Need cost estimate
	Demo old Well Houses			Need cost estimate
	Storage Tank Removal			Need cost estimate
	27 New Fire Hydrants			Need cost estimate
	Tank Rehab Project			Need cost estimate
	<b>Pending Items from FY2018 Budget</b>	<b>\$ 626,200.00</b>	<b>\$ 334,668.10</b>	