



LOWER RIO GRANDE
Public Water Works Authority

PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

www.LRGauthority.org

Sign In Sheet

Page 1 of

Date: 9/18/19

Time: 9:30

Places: East Mesa

Event: Regular Board mtg

SIGNATURE	Print Name, Title, Company	Contact Information Phone Number	Email Address
<i>p Charles</i>	^{LRGPWWA} Patricia Charles	575-233-5742	patty.charles@lrgauthority.org
<i>[Signature]</i>	^{also member} [Signature]	910 729 852	
<i>Juan Smith</i>	KURMON SMITH	SAME	SAME
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<i>[Signature]</i>	Karen Nicks	915 203 2057	karen.nicks@lrgauthority.org
<i>[Signature]</i>	MARTIN Lopez	575 571 3628	martin.lopez@lrgauthority.org
<i>[Signature]</i>	^{LRGPWWA} Kathi Jackson Finance Manager	(575) 640-4330	kathi.jackson@lrgauthority.org
<i>[Signature]</i>	John Schroder LRG-PWWA	575-233-5742	john.schroder@lrgauthority.org
<i>Via telephone</i>	Esperanza Huelquin		

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, September 18, 2019 at our Office, 9774 Butterfield Blvd.

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html. Call 575-233-5742 or email board@LRGauthority.org for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman McMullen called the meeting to order at 9:32 a.m. and called roll. Mr. Sanchez representing District 1 was absent, District 2 is vacant, Mr. Evaro representing District 3 was present, Mrs. Holguin representing District 4 was present via telephone call, Mr. Magallanez representing District 5 was absent, Mr. McMullen representing District 6 was present, Mr. Smith representing District 7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson and Accounting Assistant John Schroder.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. postponed):** Mr. Smith made the motion to approve the agenda with VIII.A postponed. Mr. Evaro seconded the motion. The motion passed with all in favor.
- IV. **Approval of Minutes:**
 - A. **Motion to approve the minutes of the August 21, 2019 Regular Board Meeting:** Mr. Smith made the motion to approve the August 21, 2019 regular board meeting minutes. Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations:** NONE
- VI. **Public Input:** NONE
- VII. **Managers' Reports:**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. The elevated tank was repainted but the cost increased by \$7,084.00 dollars. Contacted the insurance company about the increase, they will pay the additional costs. Several meters have been stolen from the Butterfield area, we have notified law enforcement and are presently searching using the radio read. The stolen meters are from houses owned by customers who have deactivated service. We contacted other water systems and were informed that they have had the same problem. Mr. Lopez will be on leave Sept. 30th through Oct. 4, but will be available if needed via telephone.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. South Valley Water Supply & Treatment Project's Engineering Agreement with Bohannon Huston, Inc. has been approved by RD. We will have a Loan authorization resolution for RCAC Construction Loan on the agenda for next month's meeting. Water Master Plan – Ms. Nichols spoke to Tiffany to get an update, but she has not heard anything back from CDBG yet. They are dealing with their regular grant program at present so will take a little bit more time. Update on the 2019

Elections Ms. Nichols has been in constant communication with the Secretary of State's office and the Dona Ana County Clerk office. Ms. Nichols sent the board positions up for election and the ballot question to amend the Governance documents in order to comply with the Local Elections Act. About a week ago she received a phone call from the Elections Bureau Chief. They needed some changes on the ballot question. It was suggested that a meet with Senator Ivy-Soto and LRGPWWA staff and its Attorney be setup to discuss the issues with the ballot question. The meeting was held on Sept. 12, 2019, LRGPWWA's Attorney will send the board a letter explaining why the amendments need to be adopted by the board instead of the voters.

- C. Operations:** Mr. Mike Lopez provided a written report, but was not able to attend the meeting. Mr. Martin Lopez mentioned that people are still using more water this year than same time last year. Mr. Smith asked about Well #2 in East Mesa, Mr. Lopez said the pump and motor are going to be replaced. The electrical power at this location has been the cause of the problems with the pump and motor.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. She indicated that revenues were \$368,240.30 and expenses were \$311,303.09 which left us with an approximate surplus of \$56,000.00. Next week Ms. Charles and Ms. Jackson will be attending a training in San Antonio with the Utility Management Institute. The Master Meter Representative will be here next week to change out registers and install new meter reading software. Operators will need to be trained on the software before next month's meter readings. The Audit is almost done. We hired a new Meter Mechanic his name is Martin Guerrero.

VIII. Unfinished Business:

- A. Appointment of Director for District 2 –postponed**

IX. New Business:

- A. Motion to adopt RFP Committee recommendation to select Bohannon Huston, Inc. for the Wetlands Closure Project:** Ms. Nichols said we had two Engineering firms send in RFP's for the Wetlands Closure Project. The scoring was very close, but Bohannon Huston scored the highest. Mr. Smith made the motion to adopt the RFP Committee recommendation to select Bohannon Huston, Inc for the Wetlands Close Project. Mr. Evaro seconded the motion, the motion passed with all in favor.
- B. Motion to adopt Resolution FY2020-09 authorizing disposition of equipment in accordance with committee recommendation:** Mr. Smith made the motion to adopt Resolution FY2020-09 authorizing disposition of equipment in accordance with committee recommendations. 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, October 16, 2019 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 if any board member had attended any trainings, all said no.
- B. Staff Years of Service Recognition:** Mr. Lopez will have 2 recommendations ready for the 5-Year Service Recognition ready for next board meeting
- C. Audit approval**
- D. General Manager Evaluation:** Mr. Lopez will provide the board members with evaluation forms.
- E. 1st Quarter Budget Resolution:** Ms. Jackson will have that ready for next board meeting.
- F. Letter from attorney & Governance Document Amendments**
- G. RCAC Loan Resolution for the South Valley Water Supply & Treatment Project**

XI. Motion to Adjourn: Mr. Smith made the motion to adjourn the board meeting at 9:55 a.m. Mr. Evaro seconded the motion, the motion passed with all in favor.

Minutes approved October 16, 2019

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

Via telephone

ABSENT

Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

Absent

Henry Magallanez, Director (District 5)

VACANT

Director (District 2)

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, September 18, 2019 at our Office, 9774 Butterfield Blvd.

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html. Call 575-233-5742 or email board@LRGauthority.org for information

- I. Call to Order, Roll Call to Establish Quorum: 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. postponed)
- IV. Approval of Minutes
 - A. Motion to approve the minutes of the August 21, 2019 Regular Board Meeting
- V. Presentations: NONE
- VI. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VII. Managers' Reports
 - A. General Manager
 - B. Projects
 - C. Operations
 - D. Finance
- VIII. Unfinished Business
 - A. Appointment of Director for District 2 –postponed
- IX. New Business
 - A. Motion to adopt RFP Committee recommendation to select Bohannon Huston, Inc. for the Wetlands Closure Project
 - B. Motion to adopt Resolution FY2020-09 authorizing disposition of equipment in accordance with committee recommendation

- X.** Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, October 16, 2019 at the East Mesa Office.
 - A.** Have any Board Members participated in training? If so, please give us a copy of your certificate
 - B.** Staff Years of Service Recognition
 - C.** Audit approval
 - D.** General Manager Evaluation
 - E.** 1st Quarter Budget Resolution
 - F.** Letter from attorney & Governance Document Amendments

XI. Motion to Adjourn

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

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

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, August 21, 2019 at our Office, 325 Holguin Rd, Vado, NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html. Call 575-233-5742 or email board@LRGauthority.org for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman McMullen called the meeting to order at 9:30 a.m. and called order. Mr. Sanchez representing District #1 was absent, District #2 is Vacant, Mr. Evaro representing District #3 was present, Mrs. Holguin representing District #4 was present, Mr. Magallanez representing District # 5 was present, Mr. McMullen representing District #6 was present, Mr. Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Accounting Assistant John Schroder and Guest Jennifer Hill, Senior Engineer with D. B. Stephens & Associates.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. postponed):** Mr. Magallanez made the motion to approve the agenda with VIIIA 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 July 17, 2019 Regular Board Meeting:** Mr. Smith made the motion to approve the July 17, 2019 regular board meeting minutes. Mrs. Holguin seconded the motion, the motion passed with all in favor.
 - B. **Motion to approve the minutes of the July 22, 2019 Special Board Meeting:** Mr. Smith made the motion to approve the July 22, 2019 special board meeting minutes. Mrs. Holguin 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. We paid off High Valley's Colonia's loan for \$4,800.00 from prior to the merger. We would like to set up an Equipment Disposal Committee meeting prior to the September Board Meeting. He would like the committee to meet 15 minutes before the September 18, 2019 regular board meeting. Chairman, McMullen asked Mr. Lopez, when he thought Yucca Road would be open to traffic again Mr. Lopez said, it would probably take about 6 months.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. We have two Colonia's closing packages on the agenda today for approval, High Valley Phase II project total is \$741,628.00, loan amt \$111,244.00 and grant amt \$630,384.00 and Jacquez Road project total

is \$88,480.00, loan amt \$8,848.00 and grant amt \$79,632.00. Ms. Nichols introduced Jennifer Hill from DB Stevens & Associates who has provided an Engineering package proposal for the East Mesa Project. Vencor Engineering has informed us that they are closing their operation. We have a letter from Ms. Jackson as Chief Procurement Officer advising us to move to the next highest-ranking firm from the RFP who is DB Stevens & Associates. Ms. Hill provided a proposal for consideration today. Mr. Lopez interjected that Ms. Nichols and Ms. Charles prepared a newsletter explaining the election process which will go out with the September bills. We will be happy to help the members that are up for re-election with any questions they might have. Ms. Nichols said the election information is also on LRG's website in the Board members section and in the Elections page.

- C. Operations:** Mr. Mike Lopez provided a written report and stood for questions. Most of the system has been running smoothly. We started having electrical problems at well #2 on the East Mesa and it finally gave out last week. We are waiting for three estimates for a new pump and motor. He said we have had problems with this pump before. We have been moving water from the Mountain View well to East Mesa. Mr. Martin Lopez said there is a potential sewer line collapse on Acetunas road in Mesquite, Mr. Mike Lopez said he had a couple of quotes. He said he was out in that area and it looks like there are a few sink holes out there. Also included in the operations report is the Summary of 2018 water audit results. This is an annual process, we did 5 audits this year. Results have been submitted to the Environment Dept. Mr. Mike Lopez said he is working on gathering the numbers from 15th of the month to the 15th of the next month, this will be in line with the audit input needs, and it will better match our billing cycle. He had been gathering the numbers from 1st of the month to the 1st of next month, for other reporting but does not flow with the audit. Mr. Martin Lopez said it is critical to collect more accurate data the difference is between getting a 4% grant to getting an 80% grant.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues for July 2019 were \$332,991.54 and expenses were \$230,788.14. We had a surplus which will probably be used on the impending sewer collapse. The audit is under way. Ms. Jackson has been involved in the meter change outs. She was able to assemble meters herself. We had hired someone to change out the meters but has left the position. We are in need of Operators, Labors and a Meter Mechanic. Mr. Mike Lopez said we also could use a Well Tech. Mr. Lopez said we need between 3-4 people. Ms. Jackson said she and Patricia Charles attended the UMI (Utility Management Institute) in San Antonio, the end of July 2019. We will be going back at the end of September for the next module. Then after that we will have two more modules in 2020. Mr. Schroder finished his training and is now a CPO (Chief Procurement Officer).

VIII. Unfinished Business

- A. Appointment of Director for District 2 –postponed**

IX. New Business

- A. Motion to adopt Resolution FY2020-06 Authorizing CIF-4916 Loan/Grant Agreement:** Ms. Nichols said this resolution is for design & construction on High Valley Phase II. Mr. Lopez said

this loan/grant agreement is for \$111,244.00 loan and \$630,384 grant for a total of \$741,628.00. Mrs. Holguin made the motion to adopt resolution FY2020-06 authorizing CIF-4916 Loan/Grant agreement. Mr. Smith seconded the motion, the motion passed with all in favor.

- B. Motion to adopt Resolution FY2020-07 Authorizing CIF-4917 Loan/Grant Agreement:** Mr. Lopez said this loan/grant agreement is for Jacquez Road water extension the loan amount is \$8,848.00 and the grant amount is \$79,632.00 for a grand total of \$88,480.00. Mr. Magallanez made the motion to adopt resolution FY2020-07 authorizing CIF-4617 Loan/Grant agreement. Mr. Evaro seconded the motion, the motion passed with all in favor.
- C. Motion to adopt Resolution FY2020-08 Adopting Updated Source Water Protection Plan:** Mr. Lopez said this resolution is so we can go ahead with the updated Source Water Protection Plan. Mr. Lopez asked Ms. Nichols about the potential CDBG funding for completing the Water Master Plan, and shd said Ms. Goolsby of SCCOG is working on the attachments to the CDBG Planning Grant Agreement, so it looks pretty likely. Mr. Magallanez made the motion to adopt resolution FY2020-08 adopting updated Source Water Protection Plan. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- D. Motion to authorize termination of membership for delinquent accounts:** Mr. Lopez said these accounts have gone thru the collections process and are very old. We are asking that we terminate the membership. Mr. Smith made the motion to authorize termination of membership. Mr. Evaro seconded the motion, the motion passed with all in favor.
- E. Motion to authorize issuing an RFP for the Mesquite Wetlands Closure Project:** Mr. Lopez said we have received State funding from the Legislature to shut down our wet lands facility. We submitted the Closure Plan and are working with NMED to this project finished. We are coming up on the 5-year permit renew, next year. Mr. Mike Lopez and his staff have decommissioned that facility. We have to install some monitoring wells and plug the existing 5 wells. This request will help us move forward and get some engineering services to finish this project up.
- F. Motion to approve proposed Engineering Agreement with Bohannan Huston, Inc. for S. Valley Water Supply & Treatment Project contingent upon USDA-RD concurrence:** Mr. Lopez provided the Funding Analysis for the South Valley Water Supply & Treatment Project which is for a new well, water tank and arsenic treatment facility in Berino. We have received funding from USDA for this project. Ms. Nichols said we can put out to bid as soon as we get concurrence from RD. Mr. Magallanez made the motion to approve proposed Engineering Agreement with Bohannan Huston, Inc. for S. Valley Water Supply & Treatment Project. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- G. Motion to terminate Vencor Engineering, LLC contract for E. Mesa Water System Improvements design work:** Mr. Lopez met with Hector Vasquez on Wednesday of last week and was notified the he was shutting down his operations. He is no longer accepting any new consulting work and has canceled our contract for the East Mesa Water System Improvements Project. Mr. Smith made the motion to terminate Vencor Engineering, LLC contract for E. Mesa

System Improvements design work. Mr. Magallanez seconded the motion, the motion passed with all in favor.

- H. Motion to approve selection of a new engineering firm for the E. Mesa Water System Improvements Project from the initial RFP:** Mr. Lopez said due to the cancelation of the contract with Vencor we would like to request the approval to select a new engineering firm for the E. Mesa Water System Improvements Project. D.B. Stephens & Associates was the second ranking engineering firm on the initial RFP we would like to request their selection. Ms. Nichols said she had checked with NMED-CPB to make sure this was the proper course of action. Mrs. Holguin asked if the budget was going to increase, Ms. Nichols said Vencor's and D.B. Stephens budgets are very close to the same. Mr. Magallanez made the motion to approve selection of a new engineering firm. Mr. Smith seconded the motion, the motion passed with all in favor.
- I. Motion to approve Engineering Services Agreement with D.B. Stephens & Associates for E. Mesa Water System Improvements Project contingent upon NMED-CPB/NMFA approval:** Mr. Lopez said since D. B. Stephens was the next highest scoring Engineering firm, they have submitted a contract and Ms. Jennifer Hill is in attendance and can answer any questions. Mr. Magallanez asked if the budget was going to increase. Ms. Nichols said the project budget stays the same but the contract is slightly different. Mrs. Holguin made the motion to approve Engineering Services Agreement with D.B. Stephens & Associates for E. Mesa Water System Improvements Project contingent upon NMED-CPB/NMFA approval. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- J. Motion to authorize end-of-year function:** Mr. Lopez said he would like to get started on the preparations. Mr. McMullen said he has secured the venue for the end-of-year function. Mr. Smith made the motion to authorize end-of-year function. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- K. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7-threatened or pending litigation and NMSA 1978 10-15-1 H.8 regarding the acquisition of real property or water rights:** Mr. Smith made the motion to convene to closed session pursuant to NMSA 1978 10-15 H.7-threatened or pending litigation and NMSA 1978 10-15-1 H.8 regarding the acquisition of real property or water rights. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- L. .**
- i. **Roll Call Vote:** District #1, Mr. Sanchez was absent, District #2 is Vacant, District #3, Mr. Evaro voted yes, District #4, Mrs. Holguin voted yes, District #5, Mr. Magallanez voted yes, District #6, Mr. McMullen voted yes, District #7, Mr. Smith voted yes.
 - ii. **Motion to reconvene in open session:** Mr. Magallanez made the motion to reconvene to open session at 10:21 a.m., Mrs. Holguin seconded the motion, the motion passed with all in favor.
 - iii. Statement by the Chair: ***The matters discussed in the closed meeting were limited only to those specified in the motion for closure.*** Mr. McMullen made the statement regarding the matters discussed.

iv. **Motion, if any related to closed session matters:** No motion was made related to closed session matters.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, September 16, 2019 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 announced that registration is now open for the 24th Annual NM Infrastructure Finance Conference in October. The information is on our website on the Board Member page. Mrs. Holguin suggested board members attend the Attorney Generals training on The Open Meetings Act, in Socorro for a couple of hours and is free. She will send the link for the training.
- B. RFP Committee recommendation for Wetlands Closure Project
- C. Mr. Evaro stated that Orlando Jimenez requested he be added to September 16, 2019 agenda
- D. Disposal Committee meeting 15 minutes before the September 16, 2019 meeting.

XI. Motion to Adjourn: Mr. Smith made the motion to adjourn the board meeting at 10:30 a.m. Mrs. Holguin seconded the motion, the motion passed with all in favor.

Minutes approved September 18, 2019

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT
Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT
Director (District 2)

LRGPWWA
Manager's Report
September 18, 2019

- Elevated Tank in Del Cerro has been repainted
- Met with County on a proposed 102 lot Subdivision in Berino
- Provide billing address information to County for proposed sewer billing agreement for cross matching customers
- Have submitted System Insurance application for upcoming year
- Several meters have been stolen from the Butterfield area, have notified law enforcement and searching using the radio read
- I will be on leave September 30th through Oct 4; but available if needed and via phone

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITIES
PROJECTS REPORT – 9/18/19**

LRG-11-02.2 – Mesquite-Brazito Sewer Project – Bohannon Huston, Inc. & File Construction – Construction – 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 – Third progress meeting was held on 9/9/19. Construction is progressing. Contractor is providing 2-week look-ahead schedules which are being posted on our website. Third pay app has been processed, and third Estimate of Funds submitted to RD.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design 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. 13th Request for Funds from RCAC bridge loan has been submitted, 95% submittal is pending review at USDA-RD. Permits have been requested from DAC, EBID, and NM DOT. Seven easements or property acquisitions are pending. Letter of Conditions extension expired 8/1/19, and we are requesting an extension.

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

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: USDA-RD has issued a Letter of Conditions for a \$1,014,000 loan, \$3,629,065 Persistent Poverty Grant and \$323,335 Colonia’s Grant, and we are working on completing the LOC requirements. Engineering Agreement with Bohannon Huston, Inc. is pending RD approval after their comments were addressed. BHI will be scheduling a kick-off meeting with LRG staff.

LRG-17-01 – Water Master Plan – WTB #252: CDBG Public Hearing was held 1/9/18. Ms. Goolsby, SCCOG, put together Project Description, Schedule, and Cost & Financing Summary exhibits for the Grant Agreement and has submitted them to NM DFA.

LRG-17-02 – Central Office Building – DW-4213 \$3,285,619: Design review meeting was held on 9/10/19. Architect will be sending out revisions from the meeting by email and moving forward with design.

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 – Construction Stage & Ph. II Design - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates: Review comments from NMED-CPB on 8/2/19 have been addressed, and contract documents are pending final approval.

LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG, 4915-CIF – Design – D.B. Stephens & Associates’ contract is pending approval at NMED-CPB. Kick-off meeting will be scheduled once it is approved.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18, 4915-CIF – Design & Construction – Souder, Miller & Assoc. –NMED-CPB Comments on contract documents were received 8/1/19 and have been addressed by the engineer, but CPB approval is still pending. CPB approval of

Engineering Services Amendment #4 was submitted to NMED-CPB on 8/5/19, and approval is pending. Closing documents for 4916-CIF for Phase II project will be final on 9/27/19.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build - \$150,000 SAP – Design package has been submitted to NMED-CPB and NMED-DWB for review. CPB comments were received 5/22/19, and engineer has submitted a response. Approval is pending. Engineering Services Agreement Amendment #2 was submitted to NMED-CPB on 8/27/19, and approval is pending.

LRG-18-03 – Jacquez Waterline Extension Project – Design/Build - \$50,000 SAP – Wilson & Co. – Bid documents have been approved by NMED-CPB. 4917-CIF closing is final on 9/27/19.

LRG-19-09 – S. Valley Service Area Line Extensions – The Legislature appropriated \$3 million to the Local Government Planning fund at NMFA, and that bill has been signed by the governor. We are considering applying for PER funding.

LRG-20-01 – Mesquite Wetlands Closure – RFP - \$250,000 SAP: RFP Committee recommendation is on today's agenda.

Other projects:

2019 Election: Phone conference with Senator Ivy-Soto and our attorney is set for 9/12/19 to discuss issues with the ballot question regarding Governance Document Amendments.

Infrastructure Capital Improvements Plan 2021-2025: Complete, submitted, and approved.

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. No bins have been sent out for shredding in the past month. Received 9 boxes from Finance Department on 9/10/19.

Website and Email – Notices and Minutes pages are up to date.

Source Water Protection Plan Update – Complete and adopted

Training – Nothing new to report

Lower Rio Grande Water Users Organization – nothing new to report

As Needed Engineering Services - Currently we have two active Task Orders: BHI for securing the SLO Permit, and BHI for transferring a BLM permit from Organ WSA to the LRGPWWA. The NM SLO Permit has finally been received, but a Certificate of Completion form is required and was not provided with the permit. One Task Order is pending for NM DOT permits for 3 new service installations, and another for preparation of an easement document.

Collection & Lien Procedures - 193 first notifications, 102 certified letters have been sent and 81 liens have been filed to date. 11 liens have been released following payment in full of the account.

Water Audits – Calendar 2018 Water Audits have been completed, and results are included with the Operations Report. Our first Water Audits were completed for calendar 2014 by D.B. Stephens & Associates with a Technical Assistance Grant from BECC. It has been our stated intention to perform water audits annually in-house, but to have a third-party audit every five years, and that will be due for calendar 2019. The Water Audit team will meet on 10/8/19 to work on policies, procedures, and planning to improve our data validity scores in future audits.

Lower Rio Grande PWWA

Operators Report

September 18 , 2019

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of August, we were issued 917 work and service orders, A huge portion of those were due to meter change outs.
- For the month of July, we were issued 434 work and service orders.
- For the month of August, we installed 5 new water service connections. And one sewer connection.
- We did not have any main or service line breaks at Alto De Los Flores.
- We did not have any main or service line breaks at the East Mesa.
- We did not have any main or service line breaks at Talavera MDWCA
- We Just received the three quotes for the Pump and Motor at well #2 East Mesa, and we will send the to the Finance Department for Approval.

- We had a lighting strike at Lift station #1 which did some electrical damage to the panel, Mark was able to replace all damaged parts.

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

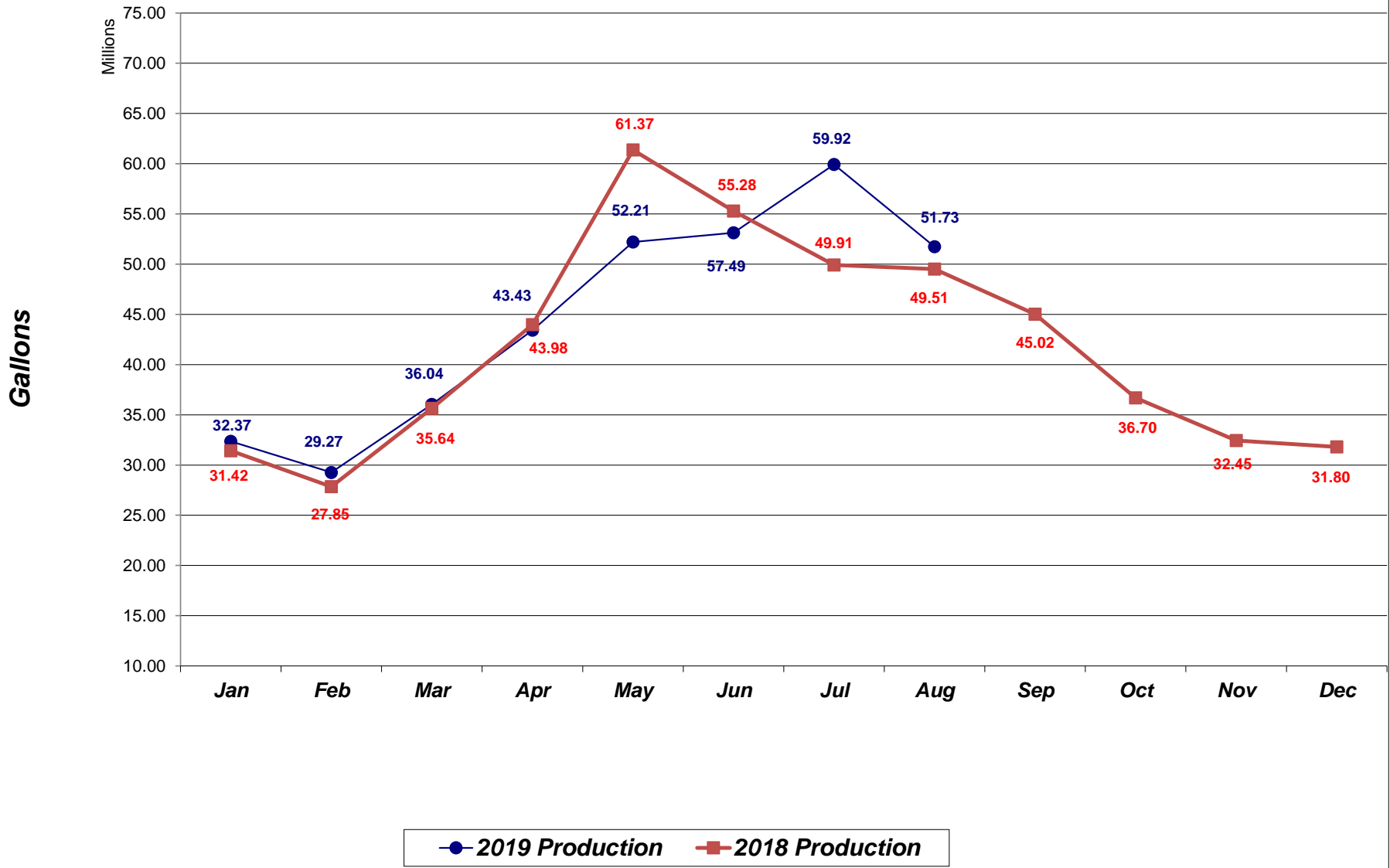
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

Mesquite and Organ Sewer Reports. The Organ and the Mesquite wastewater reports were sent before July 1st.

Chlorine: No problems.

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

Lower Rio Grande PWWA Water Production Report





Lower Rio Grande Public Water Works Authority

Income Statement

Group Summary

For Fiscal: FYE 2020 Period Ending: 08/31/2019

AcctNumber	Current			Budget
	Total Budget	MTD Activity	YTD Activity	Remaining
Revenue				
40000 - Operating Revenue	2,865,000.00	321,103.67	597,520.32	2,267,479.68
40001 - Activation & Connection Fees-Sewer	4,000.00	141.67	283.34	3,716.66
40002 - Installation Fees	57,500.00	12,007.02	17,340.35	40,159.65
40003 - Activation & Connection Fees-Water	7,500.00	758.33	1,116.66	6,383.34
40005 - Backflow Testing	7,000.00	0.00	625.00	6,375.00
40006 - Tampering Fee/Line Breaks	0.00	2,359.60	3,257.21	-3,257.21
40007 - Delinquency Fee	100,000.00	6,800.00	14,750.00	85,250.00
40008 - Penalties-Water	0.00	8,451.72	17,113.31	-17,113.31
40009 - Membership Fees	0.00	800.00	1,400.00	-1,400.00
40010 - Impact Fees	40,000.00	6,790.28	10,647.28	29,352.72
40011 - Returned Check Fees	0.00	140.00	175.00	-175.00
40012 - Credit Card Fees	10,000.00	842.00	1,766.00	8,234.00
40013 - Miscellaneous Revenue	0.00	45.00	60.00	-60.00
40015 - Penalties-Sewer	4,500.00	588.43	1,158.18	3,341.82
40017 - Hydrant Meter Rental Fee	15,000.00	750.00	1,000.00	14,000.00
40019 - DAC Trash Coupons	0.00	58.00	120.00	-120.00
40020 - Miscellaneous Revenue-Sewer	7,500.00	41.29	82.58	7,417.42
45000 - Tower Rent	0.00	250.00	500.00	-500.00
45001 - Billing Adjustments-Water	0.00	-2,261.73	-2,123.10	2,123.10
45005 - Fiscal Agent Fees	0.00	4,326.16	9,694.96	-9,694.96
45010 - Interest	0.00	62.99	124.84	-124.84
45015 - Copy/Fax	0.00	10.25	34.50	-34.50
45020 - Other Income	45,000.00	65.41	13,801.41	31,198.59
45025 - Contract Services	50,000.00	3,910.21	9,636.42	40,363.58
45030 - Transfers In	0.00	0.00	0.00	0.00
49000 - Recovered Bad Debts	0.00	200.00	600.00	-600.00
Revenue Total:	3,213,000.00	368,240.30	700,684.26	2,512,315.74
Expense				
60001 - Transfer to Reserves	0.00	10,021.65	20,021.65	-20,021.65
60005 - Accounting Fees	0.00	216.84	216.84	-216.84
60010 - Audit	15,000.00	0.00	0.00	15,000.00
60020 - Bank Service Charges	15,000.00	1,429.52	2,155.55	12,844.45
60025 - Cash Short/Over	300.00	0.01	20.01	279.99
60030 - Dues and Subscriptions	5,000.00	0.00	1,390.69	3,609.31
60045 - Late Fees	1,000.00	0.00	0.00	1,000.00
60050 - Legal Fees	0.00	89.36	464.66	-464.66
60055 - Legal Notices	2,500.00	58.32	86.91	2,413.09
60060 - Licenses & Fees	5,000.00	125.00	325.00	4,675.00
60065 - Meals	2,500.00	60.42	92.89	2,407.11
60075 - Permit Fees	1,500.00	400.00	400.00	1,100.00
60080 - Postage	30,500.00	296.75	296.75	30,203.25
60100 - Project Development	0.00	0.00	0.00	0.00
60115 - Talavera Expenses	0.00	143.03	143.03	-143.03
60120 - Retirement Account Fees	2,500.00	718.77	1,370.85	1,129.15
60125 - Easments & Leases	0.00	0.00	6,611.10	-6,611.10
60130 - Training	5,000.00	0.00	0.00	5,000.00
60140 - Travel:Airfare Per Diem	2,500.00	0.00	0.00	2,500.00
60150 - Travel:Lodging Per Diem	5,000.00	1,144.65	1,144.65	3,855.35
60155 - Travel:Meals Per Diem	2,500.00	210.41	210.41	2,289.59
60160 - Travel:Mileage/Parking Per Diem	1,500.00	275.40	275.40	1,224.60
60165 - Travel:Vehicle Rental Per Diem	0.00	30.00	30.00	-30.00
60600 - Debit Service	148,000.00	12,170.49	17,330.23	130,669.77
60650 - Interest paid to NMFA	37,000.00	1,939.94	1,939.94	35,060.06
60675 - Interest paid to USDA	130,000.00	11,596.26	23,192.52	106,807.48
63000 - Regular Pay	1,074,100.00	121,017.45	192,308.62	881,791.38
63001 - Overtime	70,000.00	5,265.13	7,892.42	62,107.58

63006 - Holiday Pay	55,000.00	0.00	4,240.40	50,759.60
63007 - Sick Pay	60,000.00	5,806.00	10,506.83	49,493.17
63008 - Annual Leave Pay	0.00	5,864.95	13,154.15	-13,154.15
63010 - 401K 10% Company Contribution	3,000.00	0.00	0.00	3,000.00
63020 - 401K Employee Contribution	61,700.00	0.00	0.00	61,700.00
63030 - Accrued Leave	75,000.00	0.00	0.00	75,000.00
63070 - Employee Benefits-401K Contrib	109,000.00	3,916.22	6,622.17	102,377.83
63100 - Insurance-Dental	18,000.00	1,089.60	2,179.24	15,820.76
63110 - Insurance-Health	272,000.00	22,045.36	44,165.54	227,834.46
63115 - Salaries: Insurance - Work Comp	20,000.00	1,845.00	3,690.00	16,310.00
63125 - Insurance: Life & Disability	21,000.00	0.16	0.16	20,999.84
63130 - Mileage	0.00	56.25	56.25	-56.25
63160 - Payroll Taxes-Medicare	19,860.00	2,000.32	3,307.46	16,552.54
63170 - Payroll Taxes-Social Security	77,440.00	8,553.08	14,142.30	63,297.70
63200 - Vision Insurance	5,500.00	328.38	646.58	4,853.42
64100 - Sewer:DAC Waste Water Flow Charge	35,000.00	6,812.47	10,254.22	24,745.78
64200 - Sewer:Electricity-Sewer	9,000.00	1,377.89	2,136.19	6,863.81
64300 - Sewer:Lab & Chemicals-Sewer	42,000.00	0.00	1,788.07	40,211.93
65010 - Automobile Repairs & Maint.	40,000.00	4,036.45	6,145.57	33,854.43
65230 - Computer Maintenance	63,000.00	3,254.58	8,678.26	54,321.74
65240 - Equipment Rental	2,500.00	0.00	0.00	2,500.00
65250 - Fuel	60,000.00	5,932.69	11,782.65	48,217.35
65255 - GPS Insights Charges	7,000.00	0.00	0.00	7,000.00
65270 - Lab Chemicals-Water	5,000.00	0.00	75.82	4,924.18
65275 - SCADA Maintenance Fee	2,000.00	0.00	0.00	2,000.00
65276 - Test Equipment Calibration	2,000.00	0.00	0.00	2,000.00
65277 - Generator Maintenance Contract	3,000.00	0.00	0.00	3,000.00
65278 - Meter Testing/Repair/Replacement	0.00	45.00	45.00	-45.00
65280 - Lab Chemicals-Water:Chemicals	35,000.00	5,004.29	8,042.24	26,957.76
65300 - Locates	6,000.00	0.00	0.00	6,000.00
65310 - Maint. & Repairs-Infrastructure	0.00	9,809.03	13,921.87	-13,921.87
65320 - Maint. & Repairs-Office	10,000.00	2,789.85	2,789.85	7,210.15
65330 - Maintenance & Repairs-Other	1,500.00	1,228.94	2,232.78	-732.78
65340 - Materials & Supplies	45,000.00	-1,216.32	13,521.08	31,478.92
65345 - Non Inventory-Consumables	65,000.00	9,592.81	13,039.36	51,960.64
65350 - Office Supplies	2,500.00	1,139.45	1,387.90	1,112.10
65360 - Printing and Copying	20,000.00	4,397.28	7,031.97	12,968.03
65370 - Tool Furniture	5,000.00	996.00	1,196.62	3,803.38
65390 - Uniforms-Employee	10,400.00	1,460.29	1,748.89	8,651.11
65490 - Cell Phone	20,000.00	1,648.44	3,316.44	16,683.56
65500 - Electricity-Lighting	6,000.00	411.51	603.40	5,396.60
65510 - Electricity-Offices	15,000.00	2,422.51	2,915.76	12,084.24
65520 - Electricity-Wells	211,000.00	26,701.40	35,281.28	175,718.72
65530 - Garbage Service	2,500.00	0.00	183.58	2,316.42
65540 - Natural Gas	3,000.00	151.58	280.25	2,719.75
65550 - Security/Alarm	6,700.00	1,168.20	1,168.20	5,531.80
65560 - Telephone	20,000.00	1,445.25	2,869.59	17,130.41
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	181.12	366.44	1,633.56
66200 - Insurance-General Liability	75,000.00	0.00	16,136.00	58,864.00
66700 - Water Conservation Fee	20,000.00	1,797.66	3,521.11	16,478.89
Expense Total:	3,213,000.00	311,303.09	553,091.59	2,659,908.41
Total Surplus (Deficit):	0.00	56,937.21	147,592.67	-147,592.67

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
Wetlands Closure Project RFP Committee Report
Thursday, September 5, 2019, 1:30 pm at La Mesa Office

Lower Rio Grande PWWA Wetlands Closure Project RFP #FY2020-01 Ratings

Offerors	Date Submitted	Time Submitted	# Copies	8.5x11" bound left side	* 10 Pg. Max.	** Format & Sequence	Labeled per instructions	Campaign Disclosure	Non-Disclosure Request?	Sub-Cons. List	Vol. of Wk. not 75%	Resident-Res. Vet. Bus. Cert.	Grand Total Score	Preference Points	TOTAL POINTS	Ranking
DB Stephens & Assoc	8/27/2019	12:10 PM	10	YES	YES	YES	YES	YES	NO	YES	E. Mesa \$199,580	Res. Bus.	113.00	6.25	119.25	2
Bohannon Huston, Inc.	8/28/2019	12:31 PM	6	YES	YES	YES	YES	YES	NO	YES	Ph. I & II Sewer \$362,232 & \$704,146	Res. Bus.	114.20	6.25	120.45	1

* 10 Pg. Max. does not incl. Covers, Cover Letter, Table of Contents, Preference Certifications or Campaign Disclosure Forms

**Format & Sequence:

1. Cover Letter
2. Response to Evaluation Criteria
3. Other supporting or resource material

6.25 Res. Business points
12.5 Res. Veteran points

NOTE: Due to state funds, Resident and Resident Veteran Preferences do apply.

PROCESS: The RFP Committee individually read and scored each proposal and then discussed each of the rating criteria as a group. During the discussion, the committee members were able to make adjustments to their scores based on things coming up that they may not have previously considered. The scores for each of the criteria were then added and averaged, and the committee concurred with the final score for each of the criteria. Below are the committee scores awarded to each proposal and a summary of the discussion:

Planning & Design Phase #1 Scores – Specialized Design & Technical Competence – 25 possible

Bohannon Huston's response was a little more specific to the entire closure process and all potential tasks involved. D.B Stephens was more specific to just the LRGPWWA wetlands, but the examples provided were not as relevant to our project.

P&D #2 Scores – Capacity & Capability – 25 possible

BHI gave a bit more structured response with information on personnel with an organizational chart.

P&D #3 Scores – Past Record of Performance – 25 possible

Although both firms had relevant experience, the BHI proposal showed experience directly with closure projects similar to ours.

P&D #4 Scores – Familiarity with the Contracting Agency – 15 possible

Although both firms have done work for the LRGPWWA previously, BHI's previous work has been prior to the initial merger, and DBSA has done some planning work for us that has dealt with combined data for all of our systems.

P&D #5 Scores – Work to be done in New Mexico - 5

Both firms will do 100% of work in NM.

P&D #6 Scores — Current Volume of Work with the Contracting Agency Not 75% Complete – 5

Both firms have work with the LRGPPWA less than 75% complete, but BHI has a larger dollar volume and is working on three projects while DBSA has one project pending contract review at NMED-CPB.

Construction Phase #1 – Construction Observation Experience – 5 possible

Tie scores.

Construction #2 – Specialized Experience with Start Up Assistance – 5 possible

BHI's proposal went more into detail on this item.

Construction #3 – Capacity & Capability to Perform the Work Within Owner's Timeframe – 5 possible

DBSA outlined a more specific project breakdown of tasks related to our project.

Construction #4 – History of Past Performance – 5 possible

DBSA gave more example of projects that came in under budget.

Construction #5 – History of Claims – 5 possible

BHI detailed the process they implement to avoid claims.

RECOMMENDATION:

The Committee recommends that the Board of Directors select Bohannon Huston, Inc. for the Wetlands Closure Project.

TOTAL SCORES:

Lower Rio Grande PWWA Wetlands Closure Project RFP #FY2020-01 Ratings

Offerors	Date Submitted	Time Submitted	6 Copies	8.5x11" bound left side	* 10 Pg. Max.	** Format & Sequence	Labeled per instructions	Campaign Disclosure	Non-Disclosure Request	Sub-Cons. List	Vol. of Wk. not 75%	Resident-Res. Vol. Bus. Cert.	Grand Total Score	Preference Points	TOTAL POINTS	Ranking
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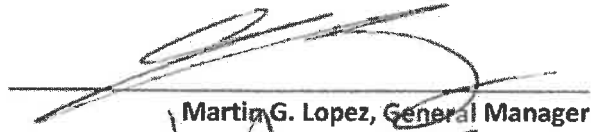
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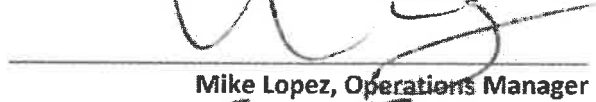
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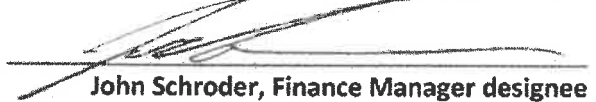
Karen Nichols, Projects Manager, Procurement Manager



Martin G. Lopez, General Manager



Mike Lopez, Operations Manager



John Schroder, Finance Manager designee



Patty Charles, Projects Manager Designee



Angie Meza, Projects Specialist



www.LRGauthority.org

LOWER RIO GRANDE

Public Water Works Authority

PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

Resolution #FY2020-09 Approving Disposal of Property

Whereas, the Lower Rio Grande Public Water Works Authority Board of Directors Property Disposal Committee has recommended disposal of property described in the attached Property Disposition Committee minutes: and

Whereas, the LRGPWWA Board of Directors hereby approves the committee recommendation;

Now therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve the Property Disposal Committee recommendation and authorizes the General Manager to carry out the disposal of property described in the committee minutes.

PASSED, APPROVED AND ADOPTED: September 18, 2019

Mike McMullen, Chairman

Seal:

Esperanza Holguin, Secretary



LOWER RIO GRANDE

Public Water Works Authority

Findings of the LRGPWWA Disposition Committee

As per NM Statute 13-6-1, we the undersigned find that the listed vehicles are no longer in usable condition and recommend disposal by way of negotiated or auction sale.

Vehicle/Equipment	VIN or Serial Number	Mileage or Hours
1999 Dodge RPC 1500 Pickup	1B7HC16X3XS208201	192,473
2002 GMC Sierra 1500 Pickup	1GTEK14V22Z196291	240,882
2004 Case Super L Backhoe	JJG0271566	3735.3
2003 Ford F-250 SD w/Utility Bed	1FDNF20L33ED14447	222,812

Mike McMullen

Date

Furman Smith

Date

Joe Evaro

Date