



**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 1

Date: 11-13-19

Time: 9:30

Places: La Mesa

Event: Regular Board mtg

SIGNATURE	Print Name, Title, Company	Contact Information Phone Number	Email Address
	Patty Charles Projects Spec	575-233-5742 ext 1021	patty.charles@lrgauthority.org
	Espy Haly Board Clerk	575-644-9543	Espy@Q.com
	Mike McArthur LPGA SA	970-347-452	
	MARIA Lopez LPGA	575 571-3620	maria.lopez@lrgauthority.org
	Karen Nichols LPGA	915 203-257	Karen.nichols@lrgauthority.org
	KURMAN SMITH	392 5982	SOME
	Phyllis J. Smith FARMER	642-7474	smithf@zianet.com
	Kathi Jackson Finance Manager LRG	640-4330	Kathi.jackson@lrgauthority.org
	Mike Lopez LPGA	635-3921	mike.lopez@lrgauthority.org
	Henry Hertzberg		inf@hpsurveys.com

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Draft Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 13, 2019 at our Office, 521 St Valentine, La Mesa

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at [www.LRGauthority.org/noticesavisos.html](http://www.LRGauthority.org/noticesavisos.html). Call 575-233-5742 or email [board@LRGauthority.org](mailto: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 roll. Mr. Sanchez representing District #1 was absent, District #2 is vacant, Mr. Evaro representing District #3 was absent, 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 and Mrs. Smith.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. postponed):** Mrs. Holguin made the motion to approve the agenda with VIII.A postponed and move IX A-E up after IV approval of minutes. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes:**
  - A. **Motion to approve the minutes of the October 16, 2019 Regular Board Meeting:** Mr. Smith made the motion to approve the October 16, 2019 regular 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. All documents have been submitted for the Organ BLM transfer of ROW permit for the pipeline on Tierra Alta, along Highway 70. The property is owned by DOT & BLM, the permit is for 25 years. Stern Drive also has a ROW permit that has two owners DOT and State Land Office, permit has been issued and is for 35 years. The 2020 Vado Farm Rental Agreement has been signed. Valle Del Rio Internet Rental Agreement has been signed with Fast Wave for 5 years. Health insurance will increase this upcoming year, a little over \$3,600 per month researching other plans. There will be an increase in Commercial insurance as well due to the new vehicles added to our fleet. Orchard Estate subdivision (Berino Bosque are) has an updated Disclosure Statement for Potential Property owners indicating they must pay for water rights and other associated fees. Extension to Apply for Benefits Use (water rights) for Brazito has been submitted. FCC Call sign WQKY350 (Brazito meter reading system) expired on 10-26-19 and is no longer in use. FCC Call sign WQLC348 (Mesquite 2-way radio system) will expire on 12-1-19

and is no longer is use. The County Fire Marshal contacted us and want us to provide information on our storage tanks. Apparently, they are applying for a grant, to maybe replace the storage tanks. Mr. Lopez wants to meet with the County Fire Marshal before he sends any information regarding the storage tanks. He will contact them and request a meeting soon. Mr. Mike Lopez is gathering up the storage tank information. Mrs. Holguin requested the light at Hwy 227 and Holguin Road be checked. The light is out and needs to be replaced. Mr. Mike Lopez said he will look in to it.

- B. Finance:** Ms. Jackson provided a written report and stood for questions. She said revenues for October 2019 were \$355,907.00 and expenses of \$282,165.00 with a surplus of \$73,743.00. The State approved the 1<sup>st</sup> Quarter Budget Report. Currently work on meter change outs. We had hired a Meter Mechanic, but had to let him go. Mr. Magallanez asked if we had a process in place to replace the Meter Mechanic, Ms. Jackson said we have the job opening on the website and at the Environment Dept. we have a few applicants. 600 radio read meters have failed and have to be read manually, 75-100 have been switched this month. There are 500 left to be replaced. 3740 master meters were defective and have to be replaced. 800 master meters have been replaced and will be shipped back to Master Meter, Ms. Jackson said we are about 1/3 done.
- C. Projects:** Ms. Nichols provided a written report and stood for questions. We will be having 2 bid openings on Thursday, November 14, 2019 one at 10:00 a.m. and 10:30 a.m. for Jacquez and Stern projects. We are expecting about 5 contractors to bid. Mesquite-Brazito Sewer Project is moving right along. Mesquite-Brazito Sewer Project 2, 95% submittal is under review at USDS-RD. BHI and our attorney are still working out Right of Way issues, it should be ready to close soon. South Valley Water Supply & Treatment Project, the Engineering Agreement with BHI is approved, the kick-off meeting was held 9/30/19. Water Master Plan, Ms. Goolsby has been submitted the Grant Agreement to NM DFA. Ms. Nichols will give her a call to get an update. Central Office Building, the design review meeting was held on 10/31/19. Cost estimate is over budget but is being reviewed and revised. Valle Del Rio Water System Project Plans and Specs have been approved will be ready for bid soon. East Mesa Water System Improvements Project Engineer's contract has been approved by NMED-CPB we are having a phone conference with Engineering firm on Friday, November 15, 2019. The 2020 Legislature Schedule is included in the report. Wilson & Company is helping us develop a brochure a for Capital Outlay needs. Our Capital Outlay will focus on the Central Operations Facility. Congratulations to Mr. McMullen on his re-election he received 103 votes. Ms. Nichols included in the report the Collection & Lien numbers, Mr. Jackson said we have collected about \$20,000.00 so far.
- D. Operations:** Mr. Mike Lopez provided a written report and stood for questions. The pump and motor have been installed at the East Mesa Well #2 site on Easy Lane. Venadito Well site was flushed out but will have to be repaired. There will be some re-piping needed the repairs will cost about \$1,800.00. Water production went up in October by 4.9 million gallons.

## **VIII. Unfinished Business**

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

## IX. New Business

- A. Motion to authorize covering the \$18,553.11 additional cost over & above the \$100,000 SAP funding for purchasing a dump truck chassis and body:** Mr. Lopez said the original quote expired and the vendor was not on the State Purchasing Agreement the second time around. The additional cost is due to adding the chassis and dump body cost, which now meets DOT specifications. Mrs. Holguin made the motion to authorize covering the \$18,553.11 additional cost over & above the \$100,000 SAP funding. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- B. Motion to accept and approve the FY2019 audit – POSTPONED.** Mr. Lopez asked Mrs. Jackson and Ms. Nichols if the board needed to approve the Audit before it is submitted to the State. Ms. Jackson said that was not necessary. Ms. Nichols suggested we leave this item on the agenda until it is submitted to the State.
- C. Motion to award contract for Stern Drive Line Extension Project to the apparent low bidder contingent upon engineer’s recommendation, GM concurrence, and NMED Construction Programs Bureau approval:** Ms. Nichols said the reason why General Manager concurrence has been added, is to give him authority to reject a low bidder if necessary. Mrs. Holguin made the motion to award contract for Stern Drive Line Extension Project contingent upon engineer’s recommendation, GM concurrence, and NMED Construction. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- D. Motion to award contract for Jacquez Road Line Extension Project to the apparent low bidder contingent upon engineer’s recommendation, GM concurrence, and NMED Construction Programs Bureau approval:** Ms. Nichols expected to have the low bidder information today, but corrections was needed so the bid opening was pushed to Thursday, November 14, 2019. Mrs. Holguin made the motion to award contract for Jacquez Road Line Extension Project contingent upon engineer’s recommendation, GM concurrence and NMED Construction Programs Bureau approval. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- E. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2 limited personnel matters to discuss evaluation of the General Manager:** Mrs. Holguin made the motion to convene in closed session pursuant NMSA 1978 10-15-1 H.2 limited personnel matters. Mr. Smith seconded the motion, the motion passed with all in favor.
- i. **Roll Call Vote:** District #1 (Mr. Sanchez) was absent, #2 is vacant, #3 (Mr. Evaro) was absent, #4 (Mrs. Holguin) voted yes, #5 (Mr. Magallanez) voted yes, #6 (Mr. McMullen) voted yes, #7 (Mr. Smith) voted yes.
  - ii. **Motion to reconvene in open session.** Mrs. Holguin made the motion to reconvene in open session. Mr. Magallanez 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:** Mrs. Holguin made the motion to provide a 3% increase in salary to the General Manager and a 3% incentive. The effective date for increase in salary is January 1, 2020. Ms. Jackson asked if the incentive will be calculated on the current salary or on the new salary. Mr. McMullen said it would be calculated on the new salary.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 11, 2019 at the La Mesa Office.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate
- B. **Employee Evaluations**
- C. **Invite Legislators to the December 11, 2019 board meeting**
- D. **End of Year function will be held on December 14, 2019 it will start at 2:00. Mr. McMullen said he would bring the menu choices to the December 11, 2019 meeting and will need a head count.**

XI. **Motion to Adjourn:** Mr. Smith made the motion to adjourn the board meeting at 10:29 a.m. Mrs. Holguin seconded the motion, the motion passed with all in favor.

**Minutes approved December 11, 2019**

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

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

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

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

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

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

\_\_\_\_\_  
VACANT  
Director (District 2)

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

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

9:30 a.m. Wednesday, November 13, 2019 at our Office, 521 St Valentine, La Mesa

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at [www.LRGauthority.org/noticesavisos.html](http://www.LRGauthority.org/noticesavisos.html). Call 575-233-5742 or email [board@LRGauthority.org](mailto: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 October 16, 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. Finance
  - C. Projects
  - D. Operations
- VIII. Unfinished Business
  - A. Appointment of Director for District 2 –postponed
- IX. New Business
  - A. Motion to authorize covering the \$18,553.11 additional cost over & above the \$100,000 SAP funding for purchasing a dump truck chassis and body
  - B. Motion to accept and approve the FY2019 audit - POSTPONED
  - C. Motion to award contract for Stern Drive Line Extension Project to the apparent low bidder contingent upon engineer’s recommendation, GM concurrence, and NMED Construction Programs Bureau approval
  - D. Motion to award contract for Jacquez Road Line Extension Project to the apparent low bidder contingent upon engineer’s recommendation, GM concurrence, and NMED Construction Programs Bureau approval

- E. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2 limited personnel matters to discuss evaluation of the General Manager
  - i. Roll Call Vote: District #1 (Mr. Sanchez) \_\_\_\_\_, #2 (Vacant) \_\_\_\_\_, #3 (Ms. Evaro) \_\_\_\_\_, #4 (Mrs. Holguin) \_\_\_\_\_, #5 (Mr. Magallanez) \_\_\_\_\_, #6 (Mr. McMullen) \_\_\_\_\_, #7 (Mr. Smith) \_\_\_\_\_
  - ii. Motion to reconvene in open session.
  - iii. Statement by the Chair: ***The matters discussed in the closed meeting were limited only to those specified in the motion for closure.***
  - iv. Motion, if any related to closed session matters.

F.

- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 11, 2019 at the La Mesa Office.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate

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, October 16, 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](http://www.LRGauthority.org/noticesavisos.html). Call 575-233-5742 or email [board@LRGauthority.org](mailto: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 roll. Mr. Sanchez representing District #1 was absent, District #2 is vacant, Mr. Evaro representing District #3 was present, Mrs. Holguin representing #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, Accounting Assistant John Schroder, UB Meter Specialist Delmy Garcia and Water Operator Mario Jacquez.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. postponed):** Mrs. Holguin made the motion to approve the agenda with VIII.A postponed and move 9A to Presentations. Mr. Smith seconded the motion. The motion passed with all in favor.
- IV. **Approval of Minutes**
  - A. **Motion to approve the minutes of the September 18, 2019 Regular Board Meeting:** Mr. Smith made the motion to approve the September 18, 2019 regular board meeting minutes. Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations:** Mr. Magallanez was awarded the Sub Contract for Survey from DB Stevens & Associates for the East Mesa Project. He stated he will abstain from voting on anything that will impact or relates to the Sub Contract he was awarded.
- VI. **Public Input:** none
- VII. **Managers' Reports**
  - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Requested water service to proposed subdivision near Valle Del Rio there is a possibility of partnering with developer to upgrade system to meet fire flow requirements. Met with developer for the Orchard Estate subdivision (Berino Bosque area) to discuss required water rights fees which were part of DAC approval. Received DFA approval and State Auditor acknowledgment for the September 19, 2019 Equipment Disposition request. He will schedule the auction for November or December 2019. Ms. Jackson is in Albuquerque to renew her Chief Procurement Officer certification. NM Infrastructure Conference is October 23<sup>th</sup> to 25<sup>th</sup> in Las Cruces, staff members are attending and presenting. There are some staff members that will be attending the Thursday after hours function. The NM Budget Conference is November 14-15 in Albuquerque staff member John Schroder will be attending. He also provided the Board members with evaluation forms for his evaluation.



- B. Finance:** Ms. Jackson provided a written report but was not able to attend the board meeting. Mr. Schroder give the financial report. Revenues for the month of September 2019 were \$328,000.00 and expenditures were \$263,000.00 and had a surplus of \$65,00.00.
- C. Projects:** Ms. Nichols provided a written report and stood for questions. The Mesquite-Brazito Sewer Project is moving right along. We have had complaints from County Engineering, residents and staff about muddy roads due to the recent rains. People in the community are happy about this project coming in. A meeting was requested with DAC Engineering after they threatened to shut down the project but have not heard back yet. We had a project kick-off meeting with Bohannan Houston about the decommission of the Mesquite Wetlands. A meeting has been setup with D. B. Stephens & Associates to initiate the East Mesa Water System Improvements Project. Mrs. Holguin said Contractors for the Mesquite-Brazito Sewer Project are doing a good job of clean up.
- D. Operations:** Mr. Mike Lopez provided a written report and stood for questions. He said everything is running well, not too many problems. Ms. Nichols asked if the Talavera well problem had been fixed. He said the pump and motor had to be replaced. Last year's September production was 45.02 million gallons and September 2019's production was 45.93 million gallons a slight increase.

## **VIII. Unfinished Business**

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

## **IX. New Business**

- A. Staff Years of Recognition – Delmy Garcia & Mario Jacquez:** Mr. Lopez presented Delmy Garcia and Mario Jacquez each a plaque in recognition of 5-years of service to the LRGPWVA.
- B. Motion to adopt Resolution FY2020-10 Authorizing Rural Community Assistance Corp. Loan for South Valley Water Supply & Treatment Project:** Ms. Nichols said this is the Project to build a well and storage tank in Berino. We are ready to bid and have letter of conditions from USDA Rural Development. It will be ready for construction fairly quickly. Mrs. Holguin made the motion to adopt Resolution FY2020-10 Authorizing Rural Community Assistance Corp. Loan for South Valley Water Supply & Treatment Project. Mr. Magallanez seconded the motion. The motion passed with all in favor.
- C. Motion to adopt Resolution FY2020-11 Adopting FY2020 1<sup>st</sup> Quarter Budget:** Mr. Schroder provided the 1<sup>st</sup> Quarter Budget report that will be submitted to the State. Mrs. Holguin made the motion to adopt Resolution FY2020-11 adopting FY2020 1<sup>st</sup> Quarter Budget. Mr. Smith seconded the motion. The motion passed with all in favor.
- D. Letter from attorney regarding LEA and Governance Document amendment:** Mr. Lopez said the Special Elections, General Elections and Local Elections Act required us to amend our documents and are required by law. Mr. Lopez said this letter was to clarify the changes

needed to the Governance Documents. It was determined that the ballot question proposed by LRG was not permitted to be placed on the ballot. Therefore, the only choice is for the board to adopt the resolution at this meeting. The Act provides that elections for the Board will be held during the general election cycle and voting will not be limited to members, but allow all registered voters in the district to vote. The other change is to the amendments process, they will be approved by resolution of the board following a public hearing on the amendments. If the proposed amendment is solely to bring the documents into compliance with applicable statute no public hearing will be required.

- E. Motion to adopt Resolution FY2020-12 Adopting Amended Governance Document:** Mrs. Holguin made the motion to adopt Resolution FY2020-12 adopting amended governance documents. Mr. Evaro seconded the motion, the motion passed with all in favor.
- F. Motion to accept and approve the FY2019 audit – POSTPONED TO NOVEMBER:** Mr. Lopez told the board that the Audit was not ready to be accepted and approved by this meeting. Mr. Smith made the motion to postpone to accept and approve the FY2019 Audit. Mr. Evaro seconded the motion, the motion passed with all in favor.
- G. Motion to authorize the General Manager to sign an extension for the Farm Lease Agreement with Mr. David Martinez for the land in Vado:** Mr. Lopez said this is a Standard Agreement and exactly like last years. It will take effect December 12, 2019. He recommends keeping the agreement on a yearly basis. Mr. Smith made the motion to authorize the General Manager to sign an extension for the Farm Lease Agreement with Mr. David Martinez for the land in Vado. Mr. Evaro seconded the motion, the motion passed with all in favor.
- H. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7-threatened or pending litigation:** Mrs. Holguin made the motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7 threatened or pending litigation. Mr. Smith seconded the motion, the motion passed with all in favor.
  - i. Roll Call Vote:** District #1 (Mr. Sanchez) was absent, #2 is vacant, #3 (Ms. Evaro) voted yes, #4 (Mrs. Holguin) voted yes, #5 (Mr. Magallanez) voted yes, #6 (Mr. McMullen) voted yet, #7 (Mr. Smith) voted yes.
  - ii. Motion to reconvene in open session.** Mrs. Holguin made the motion to reconvene in open session. Mr. Magallanez 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 needed.
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, November 13, 2019 at the La 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 has participated in training, none had.
- B. **General Manager Evaluation:** Mr. Lopez handed out the evaluation forms to the board members.
- C. Ms. Nichols informed the board that Mesilla Valley Economic Development Alliance will be having a meeting Business in the NM Border plex Forum at Ardovino's. Asked if anyone was interested in attending. Mrs. Holguin said she was interested in attending.

XI. **Motion to Adjourn:** Mr. Smith made the motion to adjourn the board meeting at 10:41 a.m. Mr. Evaro seconded the motion, the motion passed with all in favor.

**Minutes approved November 13, 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**  
**November 13, 2019**

- Organ BLM transfer complete-waiting on final assignment of permit
- Affidavit of Completion has been submitted to the State Land Office for the Stern Drive ROW permit (Vado Race Track)
- Vado Farm Rental Agreement has been signed for 2020
- Valle Del Rio Internet (Fast Wave) Rental Site Agreement has been signed (5 years)
- Health Insurance will increase this upcoming year: a little over \$3,600 per month-researching other plans
- System Commercial Insurance increase by about \$3,000 for upcoming year
- Additional insurance for pollutant accidental discharge policy \$12,000 for 2 years
- Orchard Estate subdivision (Berino Bosque area) has an updated Disclosure Statement for Potential Property owners indicating they must for pay for water rights and other associated fees
- LRG 5810 (Brazito) Extension to Apply for Benefits Use (water rights) has been submitted to NMOSE
- FCC Call Sign WQKY350 (Brazito meter reading system) expired on October 26, 2019-no longer in use
- FCC Call Sign WQLC348 (Mesquite 2-way radio system) set to expire on December 1, 2019-no longer in use



Lower Rio Grande Public Water Works Authority

# Income Statement

## Group Summary

For Fiscal: FYE 2020 Period Ending: 10/31/2019

AcctNumber	Current			Budget
	Total Budget	MTD Activity	YTD Activity	Remaining
<b>Revenue</b>				
40000 - Operating Revenue	2,865,000.00	299,505.59	1,250,647.73	1,614,352.27
40001 - Activation & Connection Fees-Sewer	4,000.00	0.00	425.01	3,574.99
40002 - Installation Fees	57,500.00	3,749.11	25,915.35	31,584.65
40003 - Activation & Connection Fees-Water	7,500.00	586.08	2,011.07	5,488.93
40005 - Backflow Testing	7,000.00	250.00	875.00	6,125.00
40006 - Tampering Fee/Line Breaks	0.00	1,168.80	4,639.72	-4,639.72
40007 - Delinquency Fee	100,000.00	9,350.00	30,050.00	69,950.00
40008 - Penalties-Water	0.00	9,648.99	35,172.98	-35,172.98
40009 - Membership Fees	0.00	700.00	2,750.00	-2,750.00
40010 - Impact Fees	40,000.00	-5,465.43	9,399.90	30,600.10
40011 - Returned Check Fees	0.00	70.00	350.00	-350.00
40012 - Credit Card Fees	10,000.00	1,054.00	3,754.00	6,246.00
40013 - Miscellaneous Revenue	0.00	25.00	448.05	-448.05
40015 - Penalties-Sewer	4,500.00	574.79	2,167.49	2,332.51
40017 - Hydrant Meter Rental Fee	15,000.00	0.00	1,000.00	14,000.00
40019 - DAC Trash Coupons	0.00	106.00	336.00	-336.00
40020 - Miscellaneous Revenue-Sewer	7,500.00	41.29	165.16	7,334.84
45000 - Tower Rent	0.00	250.00	1,000.00	-1,000.00
45001 - Billing Adjustments-Water	0.00	-221.44	-64,884.53	64,884.53
45005 - Fiscal Agent Fees	0.00	5,739.77	19,528.28	-19,528.28
45010 - Interest	0.00	67.12	253.42	-253.42
45015 - Copy/Fax	0.00	13.25	92.00	-92.00
45020 - Other Income	45,000.00	25,870.09	40,149.58	4,850.42
45025 - Contract Services	50,000.00	2,724.37	17,621.58	32,378.42
45030 - Transfers In	0.00	0.00	0.00	0.00
49000 - Recovered Bad Debts	0.00	100.00	900.00	-900.00
<b>Revenue Total:</b>	<b>3,213,000.00</b>	<b>355,907.38</b>	<b>1,384,767.79</b>	<b>1,828,232.21</b>
<b>Expense</b>				
60001 - Transfer to Reserves	0.00	10,000.00	40,021.65	-40,021.65
60005 - Accounting Fees	0.00	0.00	216.84	-216.84
60010 - Audit	15,000.00	5,256.25	5,256.25	9,743.75
60020 - Bank Service Charges	15,000.00	1,529.03	5,282.28	9,717.72
60025 - Cash Short/Over	300.00	0.00	-41.22	341.22
60026 - Computer Hardware	0.00	1,971.90	1,971.90	-1,971.90
60030 - Dues and Subscriptions	5,000.00	0.00	1,115.76	3,884.24
60035 - Engineering Fees	0.00	0.00	7,173.25	-7,173.25
60045 - Late Fees	1,000.00	0.00	0.00	1,000.00
60050 - Legal Fees	0.00	610.88	1,075.54	-1,075.54
60055 - Legal Notices	2,500.00	0.00	86.91	2,413.09
60060 - Licenses & Fees	5,000.00	25.00	375.00	4,625.00
60065 - Meals	2,500.00	0.00	124.48	2,375.52
60075 - Permit Fees	1,500.00	25.00	425.00	1,075.00
60080 - Postage	30,500.00	0.00	441.28	30,058.72
60100 - Project Development	0.00	0.00	0.00	0.00
60115 - Talavera Expenses	0.00	0.00	279.58	-279.58
60116 - Alto De Las Flores Expenses	0.00	0.00	8.26	-8.26
60120 - Retirement Account Fees	2,500.00	677.89	2,740.27	-240.27
60125 - Easments & Leases	0.00	637.18	7,248.28	-7,248.28
60130 - Training	5,000.00	1,606.65	1,606.65	3,393.35
60140 - Travel:Airfare Per Diem	2,500.00	0.00	0.00	2,500.00
60150 - Travel:Lodging Per Diem	5,000.00	0.00	1,144.65	3,855.35
60155 - Travel:Meals Per Diem	2,500.00	178.80	389.21	2,110.79
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	275.40	1,224.60
60165 - Travel:Vehicle Rental Per Diem	0.00	0.00	30.00	-30.00
60600 - Debit Service	148,000.00	24,249.02	53,071.74	94,928.26
60625 - Interest paid to NMED	0.00	12,435.44	12,435.44	-12,435.44

60650 - Interest paid to NMFA	37,000.00	2,025.19	5,940.27	31,059.73
60675 - Interest paid to USDA	130,000.00	11,596.26	46,385.04	83,614.96
63000 - Regular Pay	1,074,100.00	75,595.50	342,218.01	731,881.99
63001 - Overtime	70,000.00	3,571.79	13,912.32	56,087.68
63006 - Holiday Pay	55,000.00	4,874.33	13,755.32	41,244.68
63007 - Sick Pay	60,000.00	2,772.20	16,947.89	43,052.11
63008 - Annual Leave Pay	0.00	7,267.37	24,365.91	-24,365.91
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	2,620.17	11,801.54	97,198.46
63100 - Insurance-Dental	18,000.00	1,158.19	4,430.68	13,569.32
63110 - Insurance-Health	272,000.00	22,847.38	89,124.43	182,875.57
63115 - Salaries: Insurance - Work Comp	20,000.00	1,595.00	5,285.00	14,715.00
63125 - Insurance: Life & Disability	21,000.00	1,215.64	1,215.80	19,784.20
63130 - Mileage	0.00	0.00	64.44	-64.44
63135 - Drug Testing	0.00	0.00	150.00	-150.00
63160 - Payroll Taxes-Medicare	19,860.00	1,364.19	5,962.36	13,897.64
63170 - Payroll Taxes-Social Security	77,440.00	5,833.06	25,494.33	51,945.67
63200 - Vision Insurance	5,500.00	326.36	1,293.16	4,206.84
64100 - Sewer:DAC Waste Water Flow Charge	35,000.00	2,517.58	15,790.68	19,209.32
64200 - Sewer:Electricity-Sewer	9,000.00	712.49	2,898.43	6,101.57
64300 - Sewer:Lab & Chemicals-Sewer	42,000.00	0.00	1,788.07	40,211.93
65010 - Automobile Repairs & Maint.	40,000.00	4,020.54	11,674.19	28,325.81
65230 - Computer Maintenance	63,000.00	5,552.14	38,301.89	24,698.11
65240 - Equipment Rental	2,500.00	130.52	1,262.52	1,237.48
65250 - Fuel	60,000.00	5,572.35	23,512.20	36,487.80
65255 - GPS Insights Charges	7,000.00	997.40	997.40	6,002.60
65270 - Lab Chemicals-Water	5,000.00	0.00	226.84	4,773.16
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	11,782.10	11,857.10	-11,857.10
65280 - Lab Chemicals-Water:Chemicals	35,000.00	4,664.27	14,514.33	20,485.67
65300 - Locates	6,000.00	0.00	0.00	6,000.00
65310 - Maint. & Repairs-Infrastructure	0.00	13,916.81	50,694.84	-50,694.84
65320 - Maint. & Repairs-Office	10,000.00	80.06	2,938.60	7,061.40
65330 - Maintenance & Repairs-Other	1,500.00	440.39	6,309.64	-4,809.64
65340 - Materials & Supplies	45,000.00	-200.00	17,333.84	27,666.16
65345 - Non Inventory-Consumables	65,000.00	1,850.20	16,302.54	48,697.46
65350 - Office Supplies	2,500.00	322.31	2,517.96	-17.96
65360 - Printing and Copying	20,000.00	3,661.84	14,465.38	5,534.62
65370 - Tool Furniture	5,000.00	1,145.95	3,745.74	1,254.26
65390 - Uniforms-Employee	10,400.00	661.93	2,805.08	7,594.92
65490 - Cell Phone	20,000.00	1,648.44	6,615.39	13,384.61
65500 - Electricity-Lighting	6,000.00	396.35	1,584.33	4,415.67
65510 - Electricity-Offices	15,000.00	1,102.01	5,576.27	9,423.73
65520 - Electricity-Wells	211,000.00	9,113.19	63,223.26	147,776.74
65530 - Garbage Service	2,500.00	802.66	1,229.82	1,270.18
65540 - Natural Gas	3,000.00	121.47	499.72	2,500.28
65550 - Security/Alarm	6,700.00	0.00	1,168.20	5,531.80
65560 - Telephone	20,000.00	1,507.01	5,692.48	14,307.52
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	185.32	737.08	1,262.92
66200 - Insurance-General Liability	75,000.00	4,216.00	20,352.00	54,648.00
66700 - Water Conservation Fee	20,000.00	1,377.82	6,450.95	13,549.05
<b>Expense Total:</b>	<b>3,213,000.00</b>	<b>282,164.82</b>	<b>1,104,167.67</b>	<b>2,108,832.33</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>73,742.56</b>	<b>280,600.12</b>	<b>-280,600.12</b>

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY'S  
PROJECTS REPORT – 11/13/19**

**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** – Fifth progress meeting was held on 11/4/19. 5<sup>th</sup> Contractor's pay application has been processed. DAC Engineering could not meet with us and has not rescheduled.

**LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design Stage – USDA-RD LOC \$15,030,780** –14th Request for Funds from RCAC bridge loan was approved. 95% submittal is under review at USDA-RD. Permits have been requested from DAC, EBID, and NM DOT. BHI and our attorney are still working on the last 7 property/easement acquisitions.

**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 Colonias Grant, and we are working on completing the LOC requirements. Engineering Agreement with Bohannon Huston, Inc. is approved. Kick-off meeting was held 9/30/19, and Operations staff toured the CRUA arsenic facility with BHI/CDM personnel on 10/1/19.

**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 10/31/19. Cost estimate is over budget by more than \$1 million, but is being reviewed and revised. Architect provided renderings and finish boards with samples of flooring, paint, etc.

**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:** Engineer sent revised contract docs on 10/10 to NMED-CPB & DWB. Construction Phase Engineering Agreement Amendment is pending revision and approval.

**LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG, 4915-CIF – Design** – D.B. Stephens & Associates' contract has been approved by NMED-CPB. Kick-off meeting was held on 10/22/19, and we have uploaded a great deal of information on the E. Mesa systems to the engineer's file transfer site.

**LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18, 4915-CIF – Design & Construction – Souder, Miller & Assoc. – CPB approval of Engineering Services Amendment #4 and final contract documents is still pending.** Engineer is addressing NMED-CPB comments and will resubmit.

**LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP** – Pre-bid conference was held on 10/29/19, bid opening is tomorrow. Contingent approval of award is on today's agenda.

**LRG-18-03 – Jacquez Waterline Extension Project – Design/Build - \$50,000 SAP – Wilson & Co.** – Pre-bid meeting was held on 11/6/19, bid opening was yesterday. Contingent approval of award is on today's agenda.

**LRG-19-09 – S. Valley Service Area Line Extensions - SMA** – 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 – Plan/Design - BHI - \$250,000 SAP:** Project kick-off was held on 10/15/19. Contract proposal is pending.

**Other projects:**

**2020 Legislature:** Patty and I met with Mario Juarez-Infante, Alfredo Holguin and Espy Holguin from Wilson & Company to review our Capital Outlay priorities, which will be focused on the Central Operations Facility Project. They will be assisting with cost estimates, development of a brochure, and meeting with legislators. I have set up the legislative report template and will be providing updates once the pre-file period begins. The 2020 session schedule:

December 16, 2019 - January 17, 2020 - Legislation may be pre-filed

January 21 - Opening day (noon)

February 5 - Deadline for introduction

February 20 - Session ends (noon)

March 11 - Legislation not acted upon by governor is pocket vetoed

May 20 - Effective date of legislation not a general appropriation bill or a bill carrying an emergency clause or other specified date

**2019 Election:** Mr. McMullen received 103 votes and has been re-elected.

**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.

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

**Training** – Patty and I attended the NM Infrastructure Conference October 23-25<sup>th</sup>. We also attended an EPA webinar on funding opportunities thru the Drinking Water Program.

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



**As Needed Engineering Services** - Currently we have three active Task Orders: BHI for securing the SLO Permit, and BHI for transferring a BLM permit from Organ WSA to the LRGPWWA. Both tasks are nearly complete pending final paperwork. The NM SLO Permit has finally been received, but a Certificate of Completion form is required and was not provided with the permit, and is still pending. The BLM permit fee has been paid, and the transfer paperwork is pending. Huitt Zollars Task Order for NM DOT permits for 3 new service installations has been issued, and they are coordinating with Operations.

**Collection & Lien Procedures** - 193 first notifications, 107 certified letters have been sent and 81 liens have been filed to date. 12 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 met on 10/8/19 to work on policies, procedures, and planning to improve our data validity scores in future audits, and will meet again in January to review progress.

## Lower Rio Grande PWWA

### Operators Report

November 13, 2019

#### System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of September, we were issued 842 work and service orders, A huge portion of those were due to meter change outs.
- For the month of October, we were issued 917 work and service orders.
- For the month of October, we installed 5 new water service connections.
- 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
- The Pump and Motor has been installed at East Mesa well #2.

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

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

**Mesquite and Organ Sewer Reports.** The Organ and the Mesquite wastewater reports were sent before January 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

