

Lower Rio Grande Public Water Works Authority – March 18, 2020 Regular Board Meeting

Conference Summary Report

Karen Nichols,

Thank you for using 1Source International conferencing service.
Details about your recent conference are listed below:

CONFERENCE DETAILS

Owner Name: Karen Nichols
Owner Number: 83017995
PAC:

Conference Began: 03/18/20 11:16:10 ET
Conference Ended: 03/18/20 11:59:08 ET

Insta-Meet Plus Participants on the phone:

Name	Phone	Time Joined(ET)	Time Left(ET)	Minutes on the Call
Participant: 1 Henry Magallenez	5755259683	11:16	11:58	42
Participant: 2 Joe Evaro	5756180182	11:21	11:59	38
Participant: 3 Furman Smith	5753825982	11:23	11:59	36
Participant: 4 Kathi Jackson & John Schroder	5752335742	11:26	12:00	34
Karen Nichols & Patricia Charles	5752335742	11:28	11:59	31
Participant: 6 Mike McMullen	9703027852	11:28	12:00	32
Recorder		11:29	12:00	31
Participant: 8 Josh Smith	5755280500	11:29	11:59	30
Participant: 9 Doreen Gallegos	5756496325	11:30	11:59	29
Participant: 10 Martin Lopez	5755713628	11:32	11:59	27
Participant: 11 Espy Holguin	5756449543	11:34	11:59	25

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes — TELECONFERENCED REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 18, 2020 at our East Mesa 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 9:33 a.m. District #1 is vacant, 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, Accounting Assistant John Schroder. Guests in attendance were Representative Doreen Gallegos and Attorney Josh Smith. Mr. Martin Lopez was at the East Mesa office during this meeting and reported there were no members of the public present.
- II. **Pledge of Allegiance:** the pledge of allegiance was not performed because this meeting was held via teleconference.
- III. **Motion to approve Agenda:** Ms. Nichols requested to postpone Items II, IV, IX and XC, Mr. Magallanez made the motion to approve the agenda with items II, IV, IX and XC postponed. Mr. Evaro seconded the motion, the motion passed with all in favor.
- IV. **Election of Officers:** postponed
- V. **Approval of Minutes**
 - A. **Motion to approve the minutes of the February 19, 2020 Regular Board Meeting:** Mr. Evaro made the motion to approve the minutes for February 19, 2020 Regular Board Meeting. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- VI. **Presentations:** Representative Gallegos was contacted Tuesday, March 17, 2020 about a disconnection of one of our customers. At the state level they would like to see customers keep their services and not be disconnected during this time. The State has declared a National State of Emergency. She is conscious that the people that were being disconnected were delinquent on their water bills. But she wants to be sensitive to the needs of the people in our community and make sure that they have services. She wants to work with us in making sure we can continue to serve our community. Once things settle down and we go back to some kind of normalcy, she will try to help recoup the delinquent accounts. Ms. Nichols asked Representative Gallegos if she could stay until the end so this could be discussed further. Representative Gallegos agreed to stay.
- VII. **Public Input:** None
- VIII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. There were no questions.

- B. **Finance:** Ms. Jackson provided a written report and stood for questions. There were no questions.
- C. **Projects:** Ms. Nichols provided a written report and stood for questions. There were no questions.
- D. **Operations:** Mr. Mike Lopez provided a written report and did not attend the meeting. There were no questions.

IX. Unfinished Business

- A. **Appointment of Director for Districts 1 & 2 – postponed**

X. New Business

- A. **Authorize public meetings for ICIP:** Ms. Nichols spoke to Tiffany Goolsby with SCCOG and concluded that right now is not a good time to have any public meetings, plus DFA has not set a due date yet. We would like the board to authorize two public meetings or virtual meetings for ICIP (for East Mesa and South Valley) authorizing the General Manager to pick the dates. Mrs. Holguin made the motion to authorize 2 public meeting or virtual meeting for the ICIP and authorize the General Manager to setup the dates. Mr. Evaro seconded the motion, the motion passed with all in favor.

- B. **Motion to approve Pipeline Ownership Agreement between LRGPWWA and Vista Del Rey MDWCA:** Ms. Nichols said there was a problem with the Colonia's funding because of a confusion about the ownership of Vista Del Rey. This agreement will clarify that LRG and Vista Del Rey will jointly own, operate and maintain the pipeline. Mr. Magallanez made the motion to approve The Pipeline Ownership Agreement between LRGPWWA and Vista Del Rey. Mrs. Holguin seconded the motion, the motion passed with all in favor.

- C. **Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7-threatened or pending litigation:** postponed

- i. Roll Call Vote: District #1 (Mr. Sanchez) _____, #2 (Vacant) _____, #3 (Mr. 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.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, April 15, 2020 at the East Mesa Office:

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

- C. Convene in closed session
- D. Request to have a Special Meeting regarding the issue with the disconnects. Mr. Lopez said disconnections were in process when a concern came in, he promptly stopped the process. He would like the board to consider a Special Meeting possible next Tuesday, March 24, 2020. The board needs to vote on suspending the disconnections for this month and possible next month. In order to keep in compliance with our policies. Mr. McMullen told Representative Gallegos that he was told by someone at the Governor's office that LRG could possibly get relief on our loans. Representative Gallegos said she had not been given that information as of yet. She said she could pose any questions the group might have in email form and she would forward to the Governor and them respond to the Board Members. Ms. Nichols asked everyone at the meeting to send her any questions they may have and she would forward to Representative Gallegos along with a spreadsheet of our indebtedness. Mr. Magallanez asked if Representative Gallegos could possibly get the questions answered before LRG's next meeting. She would like us to send her an email with all questions and she will forward to the Governor's office. Mr. Lopez said he spoke to someone at the Finance Authority and was told that all systems will be evaluated to see if there is a possibility for loan forgiveness at least for a year. Mr. Lopez was asked by a customer not a member to waive the current delinquency fees. He would like to add this request to the Special Board Meeting on March 24, 2020.

XII. Motion to Adjourn: Mrs. Holguin made the motion to adjourn the meeting at 9:57 a.m. Mr. Magallanez seconded the motion, the motion passed with all in favor.

Minutes approved April 15, 2020

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

VACANT
Director (District 1)

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT
Director (District 2)

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, March 18, 2020 at our East Mesa 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 (Vacant) __, #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
- IV. Election of Officers
- V. Approval of Minutes
 - A. Motion to approve the minutes of the February 19, 2020 Regular Board Meeting
- VI. Presentations: None
- VII. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VIII. Managers' Reports
 - A. General Manager
 - B. Finance
 - C. Projects
 - D. Operations
- IX. Unfinished Business
 - A. Appointment of Director for Districts 1 & 2 –postponed
- X. New Business
 - A. Authorize public meetings for ICIP
 - B. Motion to approve Pipeline Ownership Agreement between LRGPWWA and Vista Del Rey MDWCA
 - C. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7-threatened or pending litigation

i. Roll Call Vote: District #1 (Mr. Sanchez) ____, #2 (Vacant) ____, #3 (Mr. 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.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, April 15, 2020 at the East Mesa Office.

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

XII. Motion to Adjourn

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

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

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, February 19, 2020 at our Vado Office, 325 Holguin Road, Vado

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 9:34 a.m., District #1 is vacant, 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, Accounting Assistant John Schroder. Guests in attendance were Brad Watts from Watts CPA-PC and Phyllis J. Smith and Nora Jacquez.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of allegiance.
- III. **Motion to approve Agenda (VIII A. postponed, move IX. A. to follow V.):** Mrs. Holguin made the motion to approve the agenda with VIII A. postponed and move IX A to follow V. Mr. Evaro seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the January 15, 2020 Regular Board Meeting (send copy of signed Minutes to Tiffany for CDBG file).** Mr. Smith made the motion to approve the January 15, 2020 Regular Board Meeting minutes. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- V. **Presentations: Audit Presentation - Brad Watts, CPA-PC:** Mr. Brad Watts was present to give the board a summary of the LRGPWWA FY2019 audit. He will go through the financial statements and touch on the highlights. Page 2 Shows the Independent Auditors Report, he feels the most important part of the audit is the opinion. The financial statements are fairly presented and all materials are complete. Page 5 includes the Balance Sheet it includes \$422,000.00 in unrestricted assets this year increased a bit 1.6 million from 1.5 million last year, this amount is stays pretty consistent. This amount included a HIDTA Grant for \$100,000.00. Capital Assets water system 63 million last year 61 million the increase is due to construction in progress Valle del Rio and a Water Treatment Project. The total Net Position is the same as last year. The Statement of Revenues shows 3.2 million in operating revenues from water & sewer. Expenses are similar year to year. Personnel is the largest expense and increased in 2019 due to a grant to HIDTA. Capital Contributions was up due to some grants received for the purchase of assets. The merger of High Valley brought in \$200,000.00 to Net Position. The next few pages are Notes to the Financial Statement, this is where the County Policies are listed as per the standards for entities like ours. Page 14 gives the breakdown of the cash accounts and balances it also shows the collateral pledge provided by the bank. Page 16 lists the Capital Assets. Page 20 lists Notes Payable the summary shows principal and interest maturities of long-term liabilities. Page 22 lists the Merger of High Valley MDWCA, \$200,000 capital assets and liabilities of \$6,000.00. In the supplementary information section is the actual budget, we are on budget. Page 25 has the breakdown of revenues by water, sewer and HIDTA. Ms. Nichols would like to see a reference

to this page somewhere in the first part of this report, Mr. Watts said he would include a page reference somewhere in the first part of this report. Next page is the Independent auditor's report on internal controls and compliance. This is where he would list any deficiencies in either area. There are none because there were no findings. Page 31 includes the schedule of expenditures of federal awards. An exit conference was conducted on November 18, 2019.

VI. Public Input: NONE

VII. Managers' Reports

- A. General Manager:** Mr. Lopez provided a written report and stood for questions. It was determined by the CPO (Kathi) that the Legal Services RFP is not required. The legal service expenses are below procurement amounts (threshold is \$60,000.00). The CDBG checking account has been opened as required by the program. RCAC is progressing with the rate study, we met on February 10th to review the potential for rate increase. Met with DAC Staff to discuss sewer billing agreement, there are some issues that came up that need to be worked out regarding how DAC bills their customers. Two trucks are scheduled to be delivered in late March and the other 3 should be delivered at the end of April. Mr. Lopez committed \$6,000.00 from our General Funds to extend the water line on Jacquez Road. It was decided that the line need to be extended in order to avoid damage from tractors. Our offices were closed on January 20th for MLK Holiday and February 17th for Presidents Day. He wanted to mention the Black History Month Celebration hosted by the Vado Historical Society to be held at 6 pm a the LRPWWA Vado Office site (325 Holguin Road) on February 27th. Mrs. Holguin invited everyone at the meeting to attend.
- B. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues were \$201,380.63 and expenses were \$319,699.38. We show a deficit of \$118,318.75 but it is because of adjustments to USDA loan balances after we received their statements. Our balance is more like \$171,640.51. We have completed 500 register change outs and are planning on changing out another 500 in the next two weeks. Mr. Smith asked why computer maintenance is so high. Mr. Schroder said IT and Tyler annual and monthly fees are included and possibly a computer grant we received.
- C. Projects:** Ms. Nichols provided a written report and stood for questions. We have had several complaints on the Mesquite-Brazito sewer project some phone lines were cut. Contractor is finishing with main lines and is working on the road. Mesquite-Brazito sewer project 2 two easements and one real property are pending. Got comments back from USDA-RD should go out to bid soon. Ms. Nichols checked the Legislature page last night and found we received zero Capital Outlay funding for our Central Office Building, it was very disappointing. Ms. Holguin said we should create a map of our service area to show how many Colonia's we serve. This will give the legislators a better view of our needs. She wanted the board to know the work that was put into getting our needs known to the legislators. Valle Del Rio Water System Project was out to bid, but the Engineer used Vado's office address to receive bids. We do not have anyone to receive the bids at this office, so he will have to redo it. East Mesa Water System Improvements Project we are discussing purchasing a small tract of land next to the 3

sisters tank site. Ms. Jackson asked what the approximate cost would be for the track of land. Mr. Lopez said we would have to pay appraised value (approximate value 10K or less).

- D. Operations:** Mr. Mike Lopez provided a written report but was unable to attend the meeting. Mr. Martin Lopez said the water production report showed less usage this January than same time last year. Mrs. Smith asked if we were going to provide water to El Paso Electric on the East Mesa. Mr. Lopez said he was told they were going to try to use an old well they own in that area. A meter was installed because the information is needed on our yearly water audit.

VIII. Unfinished Business:

- A. Appointment of Director for Districts 1 & 2:** postponed

IX. New Business

- A. Motion to accept and approve FY2019 Audit:** Mrs. Holguin made the motion to accept and approve the FY2019 Audit. Mr. Smith seconded the motion, the motion passed with all in favor. Mrs. Holguin wanted to thank Ms. Jackson and Mr. Schroder for all their hard work.
- B. Motion to authorize application to NMFA Local Planning Fund for PER & EA for S. Valley Line Extensions Project:** Mr. Lopez said we want to request engineering services for feasibility of line extensions between Ft. Filmore to Forest. Ms. Nichols said there would be a match requirement of \$5,000.00 each for a total of \$10,000.00.
- C. Motion to adopt Resolution FY2020-15 Authorizing Disposal of Property:** Mr. Lopez had a meeting with the disposition committee this morning before the regular board meeting and it was recommended that we dispose of some property. Mr. Smith made the motion to adopt Resolution FY2020-15 Authorizing Disposal of Property. Mrs. Holguin 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, March 18, 2020 at the East Mesa Office.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** Mrs. Holguin attended the Colonia's Infrastructure Training on January 7, 2020 and also attended Colonia's Day in Santa Fe.
- B.** Authorize public meetings for ICIP
- C.** Election of Officers

- XI. Motion to Adjourn:** Mr. Smith made the motion to adjourn the meeting at 10:20 a.m. Mrs. Holguin seconded the motion, the motion passed with all in favor.

Minutes approved March 18, 2020

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

VACANT
Director (District 1)

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT
Director (District 2)

LRGPWWA
Manager's Report
March 18, 2020

- Continue to coordinate with County on road repairs (water line) for Berry Patch Road (Butterfield Park)
- Disability and Life Insurance Policies have been renewal-there was a minimal increase to the premiums
- Attended Grinder Pump training in El Paso along with 4 operations staff on March 3; these units are being installed as part of the sewer project(s)
- Hired a new operator; certified as a double 2 in Water and Wastewater
- Terminated a labor employee
- Attending a Planning and Zoning meeting on March 27-proposed communication facility near our tank and booster station located on Vado Drive between truck stops
- Attending a SCCOG meeting on March 28th in Mesilla at 10:30



Lower Rio Grande Public Water Works Authority

Income Statement

Group Summary

For Fiscal: FYE 2020 Period Ending: 02/29/2020

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue				
40000 - Operating Revenue	2,865,000.00	209,469.34	2,085,372.74	779,627.26
40001 - Activation & Connection Fees-Sewer	4,000.00	0.00	425.01	3,574.99
40002 - Installation Fees	57,500.00	4,522.00	35,703.61	21,796.39
40003 - Activation & Connection Fees-Water	7,500.00	357.22	4,426.53	3,073.47
40005 - Backflow Testing	7,000.00	0.00	2,825.00	4,175.00
40006 - Tampering Fee/Line Breaks	0.00	157.78	7,905.00	-7,905.00
40007 - Delinquency Fee	100,000.00	5,550.00	55,400.00	44,600.00
40008 - Penalties-Water	0.00	7,155.71	60,918.97	-60,918.97
40009 - Membership Fees	0.00	550.00	4,350.00	-4,350.00
40010 - Impact Fees	40,000.00	4,358.31	23,462.91	16,537.09
40011 - Returned Check Fees	0.00	35.00	665.00	-665.00
40012 - Credit Card Fees	10,000.00	898.00	7,344.00	2,656.00
40013 - Miscellaneous Revenue	0.00	35.00	558.05	-558.05
40015 - Penalties-Sewer	4,500.00	765.95	4,827.07	-327.07
40016 - Meter Test Fee	0.00	0.00	-5,117.77	5,117.77
40017 - Hydrant Meter Rental Fee	15,000.00	750.00	2,250.00	12,750.00
40018 - Permit Fees	0.00	0.00	150.00	-150.00
40019 - DAC Trash Coupons	0.00	66.00	690.00	-690.00
40020 - Miscellaneous Revenue-Sewer	7,500.00	16.78	257.53	7,242.47
45000 - Tower Rent	0.00	250.00	3,000.00	-3,000.00
45001 - Billing Adjustments-Water	0.00	-3,381.44	-77,149.35	77,149.35
45005 - Fiscal Agent Fees	0.00	4,943.07	39,510.48	-39,510.48
45010 - Interest	0.00	64.37	518.62	-518.62
45015 - Copy/Fax	0.00	6.25	142.80	-142.80
45020 - Other Income	45,000.00	1,000.00	41,144.82	3,855.18
45025 - Contract Services	50,000.00	3,080.03	30,949.85	19,050.15
45030 - Transfers In	0.00	0.00	80,326.00	-80,326.00
49000 - Recovered Bad Debts	0.00	375.00	1,875.00	-1,875.00
Revenue Total:	3,213,000.00	241,024.37	2,412,731.87	800,268.13
Expense				
60001 - Transfer to Reserves	0.00	10,000.00	80,021.65	-80,021.65
60005 - Accounting Fees	0.00	0.00	216.84	-216.84
60010 - Audit	15,000.00	4,236.54	13,666.25	1,333.75
60020 - Bank Service Charges	15,000.00	1,242.55	11,224.44	3,775.56
60025 - Cash Short/Over	300.00	-8.27	-5.40	305.40
60026 - Computer Hardware	0.00	0.00	1,971.90	-1,971.90
60030 - Dues and Subscriptions	5,000.00	0.00	1,898.42	3,101.58
60035 - Engineering Fees	0.00	4,167.50	16,186.69	-16,186.69
60045 - Late Fees	1,000.00	0.00	0.00	1,000.00
60050 - Legal Fees	0.00	0.00	2,076.16	-2,076.16
60055 - Legal Notices	2,500.00	0.00	291.31	2,208.69
60060 - Licenses & Fees	5,000.00	0.00	5,353.31	-353.31
60065 - Meals	2,500.00	29.83	1,160.74	1,339.26
60075 - Permit Fees	1,500.00	200.00	650.00	850.00
60080 - Postage	30,500.00	182.54	1,402.18	29,097.82

60100 - Project Development	0.00	0.00	0.00	0.00
60120 - Retirement Account Fees	2,500.00	0.00	5,475.16	-2,975.16
60125 - Easements & Leases	0.00	0.00	7,248.28	-7,248.28
60130 - Training	5,000.00	0.00	3,402.70	1,597.30
60140 - Travel:Airfare Per Diem	2,500.00	0.00	776.00	1,724.00
60150 - Travel:Lodging Per Diem	5,000.00	205.48	3,218.67	1,781.33
60155 - Travel:Meals Per Diem	2,500.00	116.67	745.20	1,754.80
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	555.83	944.17
60165 - Travel:Vehicle Rental Per Diem	0.00	0.00	241.47	-241.47
60600 - Debit Service	148,000.00	9,810.66	229,231.98	-81,231.98
60625 - Interest paid to NMED	0.00	0.00	12,435.44	-12,435.44
60650 - Interest paid to NMFA	37,000.00	2,324.56	16,485.61	20,514.39
60675 - Interest paid to USDA	130,000.00	11,596.26	41,009.01	88,990.99
63000 - Regular Pay	1,074,100.00	80,763.21	665,896.64	408,203.36
63001 - Overtime	70,000.00	2,537.77	24,986.85	45,013.15
63006 - Holiday Pay	55,000.00	4,872.72	45,976.13	9,023.87
63007 - Sick Pay	60,000.00	4,250.99	39,499.74	20,500.26
63008 - Annual Leave Pay	0.00	3,148.56	52,598.49	-52,598.49
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
63040 - Administrative Labor	0.00	0.00	3,090.00	-3,090.00
63070 - Employee Benefits-401K Contrib	109,000.00	2,736.65	23,851.76	85,148.24
63100 - Insurance-Dental	18,000.00	1,068.00	8,551.08	9,448.92
63110 - Insurance-Health	272,000.00	23,449.45	176,839.24	95,160.76
63115 - Salaries: Insurance - Work Comp	20,000.00	1,343.00	8,064.00	11,936.00
63125 - Insurance: Life & Disability	21,000.00	-1.28	10,543.42	10,456.58
63130 - Mileage	0.00	0.00	367.95	-367.95
63135 - Drug Testing	0.00	0.00	270.00	-270.00
63160 - Payroll Taxes-Medicare	19,860.00	1,385.82	12,019.87	7,840.13
63170 - Payroll Taxes-Social Security	77,440.00	5,925.53	51,395.34	26,044.66
63180 - Payroll Taxes-State Unemployem	0.00	0.00	25.00	-25.00
63200 - Vision Insurance	5,500.00	322.27	2,541.49	2,958.51
64100 - Sewer:DAC Waste Water Flow Charge	35,000.00	0.00	25,964.75	9,035.25
64200 - Sewer:Electricity-Sewer	9,000.00	108.68	5,588.39	3,411.61
64300 - Sewer:Lab & Chemicals-Sewer	42,000.00	0.00	2,105.47	39,894.53
65010 - Automobile Repairs & Maint.	40,000.00	2,162.68	17,877.57	22,122.43
65230 - Computer Maintenance	63,000.00	-16,989.42	57,658.46	5,341.54
65240 - Equipment Rental	2,500.00	0.00	1,262.52	1,237.48
65250 - Fuel	60,000.00	4,935.31	44,518.19	15,481.81
65255 - GPS Insights Charges	7,000.00	478.75	3,929.75	3,070.25
65260 - Kitchen & Cleaning Supplies	0.00	681.75	681.75	-681.75
65270 - Lab Chemicals-Water	5,000.00	259.95	1,329.99	3,670.01
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	0.00	320.37	-320.37
65280 - Lab Chemicals-Water:Chemicals	35,000.00	3,224.38	21,381.27	13,618.73
65300 - Locates	6,000.00	0.00	1,281.38	4,718.62
65310 - Maint. & Repairs-Infrastructure	0.00	3,041.29	59,207.56	-59,207.56
65320 - Maint. & Repairs-Office	10,000.00	673.70	5,040.42	4,959.58
65330 - Maintenance & Repairs-Other	1,500.00	465.33	14,534.80	-13,034.80
65340 - Materials & Supplies	45,000.00	2,473.71	30,945.54	14,054.46
65345 - Non Inventory-Consumables	65,000.00	4,276.58	27,428.02	37,571.98
65350 - Office Supplies	2,500.00	484.32	5,840.78	-3,340.78

65360 - Printing and Copying	20,000.00	3,387.21	28,236.11	-8,236.11
65370 - Tool Furniture	5,000.00	122.75	6,219.82	-1,219.82
65390 - Uniforms-Employee	10,400.00	662.38	9,797.94	602.06
65490 - Cell Phone	20,000.00	0.00	13,235.69	6,764.31
65500 - Electricity-Lighting	6,000.00	303.90	3,433.88	2,566.12
65510 - Electricity-Offices	15,000.00	950.96	9,677.97	5,322.03
65520 - Electricity-Wells	211,000.00	13,685.77	129,264.49	81,735.51
65530 - Garbage Service	2,500.00	219.58	2,311.28	188.72
65540 - Natural Gas	3,000.00	167.01	1,153.35	1,846.65
65550 - Security/Alarm	6,700.00	0.00	1,168.20	5,531.80
65560 - Telephone	20,000.00	1,503.28	11,850.30	8,149.70
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	185.32	1,478.36	521.64
66200 - Insurance-General Liability	75,000.00	0.00	67,506.63	7,493.37
66700 - Water Conservation Fee	20,000.00	935.90	10,550.55	9,449.45
Expense Total:	3,213,000.00	204,308.08	2,206,238.39	1,006,761.61
Total Surplus (Deficit):	0.00	36,716.29	206,493.48	-206,493.48

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITIES
PROJECTS REPORT – 3/18/20**

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 – Nineth progress meeting was held on 3/2/20. 9th Contractor’s pay applications is in process. Second Change Order is pending to address additional time needed due to utility conflicts. Contractor is continuing to provide 2-week look-ahead schedules which are posted on the Projects & Planning page at our website. Main lines are pretty much done, and work continues on service connections and road restoration.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design Stage – USDA-RD LOC \$15,030,780 –19th Request for Funds from RCAC bridge loan has been submitted. BHI has submitted response to USDA comments on final plans & spec., and additional comments have been received. Two easements pending and one real property are pending, Josh is taking care of these. All three will be condemnation suits. Waiting on DAC comments.

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: RCAC was approved. 95% Contract Documents have been submitted and are in review at NMED-DWB. Extension of Time has been submitted to NM OSE for the well.

LRG-17-01 – Water Master Plan – WTB #252: RFP was published 3/5/20 with a deadline of 4/2/20.

LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,285,619: NMED-CPB comments on contract received, architect has not yet responded. Conference call was held with Wilson & Co. and NM DOT on 2/28/20 regarding their deceleration lane requirements. We will be updating traffic study and applying for a variance.

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: Phase II project is out to bid. Bid opening is 2:00 pm on 3/19/20 at our La Mesa office.

LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG, 4915-CIF – Design –60% design review is scheduled for this afternoon. Barrett Appraisal has been engaged to appraise the small tract we would like to purchase next to the 3-Sisters tank site.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18, 4915-CIF – Design & Construction – Souder, Miller & Assoc. – Project is out to bid with bid opening on 3/31/20, 2:00 at our La Mesa office. Pre-Bid Conference was held on 3/12/20.

LRG-18-01 Ph. II – High Valley Water System Improvements Ph. II Project – NMFA 4916-CIF \$630,384 Grant, \$111,244 Loan – Design & Construction – Souder, Miller & Assoc. – Funding closed 9/27/19,

engineering agreement was re-submitted to NMED-CPB on 12/11/19 and is pending approval due to ongoing confusion about the ownership of the interconnect pipeline with Vista Del Rey MDWCA which they are designing and we will build with Colonia's Infrastructure funds. Agreement with VDR MDWCA to clarify this issue is on today's agenda.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP –SMA contract amendment to design the Stern Drive extension further north of where construction ended.

LRG-18-03 – Jacquez Waterline Extension Project – Design/Build - \$50,000 SAP – Wilson & Co. – Construction is nearly complete, and NMED-CPB approved use of remaining funds to add about 200' more pipeline. Two Change Orders have been approved, and construction will recommence after additional materials are received.

LRG-19-09 – S. Valley Service Area Line Extensions - SMA – Authorization to apply to NMED Local Government Planning Fund for PER funding was approved by the board last month, but due to NMFA restrictions, we cannot apply until December and January.

LRG-20-01 – Mesquite Wetlands Closure – Plan/Design - BHI - \$250,000 SAP: Project kick-off was held on 10/15/19. Engineering contract was approved by NMED-CPB, survey & Geotech work is underway.

Other projects:

2020 Legislature: 2020 Final Legislative Report is located on the Directors Only page updated thru the Pocket Veto Date. Capital Outlay Request for furniture, fixtures, equipment, and construction cost overruns was submitted thru the Legislature website and by email to our legislators along with Reauthorization Requests to modify the scope of the 2019 Mini-Excavator and Jacquez Road SAP grants. We received no Capital Outlay from any of our 8 legislators, but our reauthorization requests were approved, and the bill was signed by the governor. Our two reauthorizations survived, but a few others were vetoed.

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. One bin is expected to be sent out for shredding very shortly.

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

Training – Patty attended the USDA Rural Development training on 2/26/20. The Utility Management Institute has canceled the 3/31 to 4/3/20 session due to the pandemic.

Lower Rio Grande Water Users Organization – nothing new to report

As Needed Engineering Services - Currently we have two active Task Orders: BHI for Berry Patch Road plan review and construction oversight. Huitt Zollars Task Order for NM DOT permits for 3 new service installations has been issued, and they had to re-submit permit applications because they did not indicate the ROW on the map.

Collection & Lien Procedures - 213 first notifications, 230 certified letters have been sent and 94 liens have been filed to date. 26 liens have been released following payment in full of the account.

Water Audits –Met with Operations Manager on 3/11/20 to review and correct production data, and will be meeting with Finance Manager to review issues with usage data prior to starting the audit process.

Lower Rio Grande PWWA

Operators Report

March 18 , 2019

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of January, we were issued 445 work and service orders.
- For the month of February, we were issued 311 work and service orders.
- For the month of February, we installed 4 new water service connections.
- We did not have any main or service line breaks at Alto De Los Flores.
- We had two main line breaks at the East Mesa.
- We did not have any main or service line breaks at Talavera MDWCA.
- Our operators have been very busy manually reading water meters where the battery has gone dead.
- Our operators have also been replacing tons of failing meter registers.

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

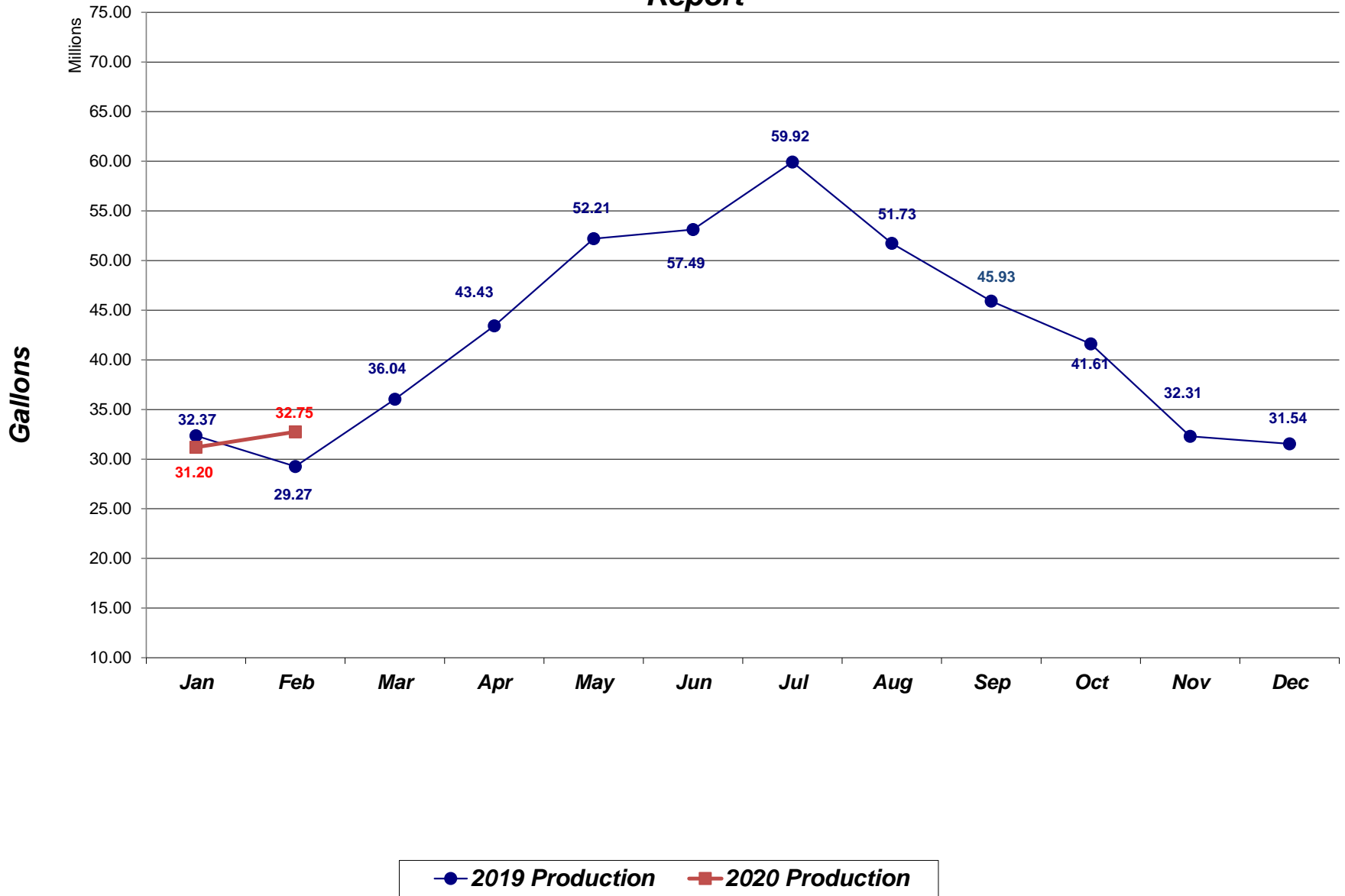
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

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

Chlorine: No problems.

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

Lower Rio Grande PWWA Water Production Report



**PIPELINE OWNERSHIP AND MAINTENANCE AGREEMENT
VISTA DEL REY MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION
LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**

THIS AGREEMENT, is made and entered into this ___ day of _____, 2020 by and between the **VISTA DEL REY MDWCA**, hereinafter referred to as the "**ASSOCIATION**", and the **LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**, hereinafter referred to as the "**LRGPWWA**".

RECITALS

WHEREAS, the **PARTIES** have undertaken a project to create an interconnection between the **ASSOCIATION** water system and the **LRGPWWA** system to provide emergency water for both systems funded under 4916-CIF herein referred to as the "**PROJECT**", located within the limits of Dona Ana County, New Mexico; and

WHEREAS, the **LRGPWWA** has acquired the system formerly operated by the High Valley MDWCA and has a single well on the water sytem;

WHEREAS, the **ASSOCIATION** has a single well on its water sytem;

WHEREAS, the **PARTIES** desire to connect the two systems and to provide for alternative points of diversion in the event of an emergency;

WHEREAS, the **PARTIES** desire to jointly own and maintain the **PROJECT** comprised of pipeline and infrastructure between the two systems.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

SECTION ONE - PURPOSE:

The purpose of this **AGREEMENT** is to specify and delineate the rights and duties of the parties hereto pertaining to the pipeline and infrastructure installed as part of the **PROJECT** as is defined in the attached "Exhibit A".

SECTION TWO - OWNERSHIP:

The **PARTIES** are jointly assuming ownership, maintenance, responsibility or liability for the Water Line because of their participation in the **PROJECT**. The **PARTIES** shall jointly and equally own the Water Line and infrastructure and be liable for its operation and maintenance, including all costs associated therewith.

SECTION THREE - MAINTENANCE

The **PARTIES** agree to share the costs of maintenance and repair equally for the pipeline and infrastructure installed as part of the **PROJECT**.

SECTION FOUR - INTENT OF THIS AGREEMENT:

It is specifically agreed between the parties executing this **AGREEMENT** that it is not intended by any of the provisions of any part of the **AGREEMENT** to create in the public or any member thereof, a third-party beneficiary or to authorize anyone not a party to the **AGREEMENT** to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claims whatsoever pursuant to the provisions of this **AGREEMENT**.

SECTION FIVE - NEW MEXICO TORT CLAIMS ACT:

By entering into this **AGREEMENT**, neither party shall be responsible for liability incurred as a result of the other parties acts or omissions in connection with this **AGREEMENT**. Any liability incurred in connection with this **AGREEMENT** is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et seq., NMSA 1978, as amended. This paragraph is intended only to define the liabilities between the parties hereto and it is not intended to modify, in any way, the parties liabilities as governed by common law and the New Mexico Tort Claims Act. The **LRGPWWA**, and their “public employees” and the **ASSOCIATION**, and their “public employees” as defined in the New Mexico Tort Claims Act, do not waive any defense and/or do not waive any limitation of liability pursuant to law. No provision in this **AGREEMENT** modifies and/or waives any provision of the New Mexico Tort Claims Act.

SECTION SIX – SEVERABILITY:

In the event that any portion of this **AGREEMENT** is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this **AGREEMENT** shall remain in full force and effect.

SECTION SEVEN - MERGER:

This **AGREEMENT** incorporates all the agreements, covenants, and understandings between the **PARTIES** hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written **AGREEMENT**. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this **AGREEMENT**. The terms of this **AGREEMENT** are lawful. The performance of all duties and obligations herein shall conform with and do not contravene any applicable state, local, or federal statutes, regulations, rules, or ordinances.

SECTION EIGHT - AMENDMENT:

This **AGREEMENT** shall not be altered, modified or amended except by an instrument in writing and executed by the parties hereto.

