



**Date:** May 20, 2020

**Time:** 9:30 a.m.

**Places:** Online Zoom Mtg

**Event:** Regular Board Meeting

<b>Name</b>	<b>Company Name</b>	<b>Contact Information Phone Number</b>	<b>Email Address</b>
Karen Nichols	LRG- Projects Manager	575-233-5742 Ext1018	
Joe Evaro	LRG - Secretary	575-618-0182	
Patricia Charles	LRG - Projects Specialist	575-233-5742 Ext1021	
Mike Lopez	LRG - Operations Manager	575-233-5742 Ext1011	
Kathi Jackson	LRG - Finance Manager	575-233-5742 Ext1005	
Henry Magallanez	LRG - Director	575-525-9683	
Furman Smith	LRG - Vice Chair	575-382-5982	
John Schroder	LRG - Accounting Assistant	575-233-5742 Ext1006	
Paul Smith	Guest	505-710-4671	
Josh Smith	LRG - Attorney	575-528-0500	
Martin Lopez	LRG - General Manager	575-233-5742 Ext1004	
Esperanza Holguin	LRG - Chair	575-644-9543	

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, May 20, 2020 via Online Zoom Meeting

(If you plan to attend please contact us at [board@lrgauthority.org](mailto:board@lrgauthority.org) or call us at 575-233-5742 ext. 1021 or 1018 and leave a message)

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:** Chairwoman Holguin called the meeting to order at 9:30 a.m. District #1 is vacant, District #2 is vacant, Mr. Evaro representing District #3 was present, Mrs. Holguin representing District #4, Mr. Magallanez representing # 5 was present, (Mr.) District #6 is vacant, Mr. Smith representing District #7 was present. Staff present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Accounting Assistant John Schroder, Operations Manager Mike Lopez, Attorney Josh Smith. Guest present Paul Smith
- II. **Pledge of Allegiance – postponed due to online meeting**
- III. **Motion to approve Agenda:** Mr. Magallanez made the motion to approve the agenda, Mr. Evaro seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
  - A. **Motion to approve the minutes of the March 24, 2020 Special Board Meeting:** Mr. Smith made the motion to approve the March 24, 2020 Special Board Meeting minutes. Mr. Magallanez seconded the motion, the motion passed with all in favor.
  - B. **Motion to approve the minutes of the April 15, 2020 Regular Board Meeting:** Mr. Evaro made the motion to approve the April 15, 3030 Regular Board Meeting minutes. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- V. **Presentations: Employee Recognition – Arturo Talamantes – 5 Years of Service:** Mr. Lopez presented a Plaque for 5 years of Service. He is a Level 1 Water Operator and completed his 5-year service on May 6, 2020.
- VI. **Public Input: None**
- VII. **Managers' Reports**
  - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. He informed the Board of Directors of the new format for the minutes. We will have the Chair and Secretary sign them instead of all the board members. This is to avoid having to meet with the rest of the board members during the pandemic. We reopened offices and resumed full operations on Monday 18, 2020 with the exception of the La Mesa Office due to its lobby configuration. The Staff has been provided with masks, gloves and thermometers (for self-check). The 4 staff

members that had possible contact with individuals with Covid-19 have been tested and all were negative. We are working with GISD and internet providers to possibly setup antennas on some of our facilities to assist with “distance learning”. Mrs. Holguin suggested we post this activity once it is setup, on the Website to show community support.

- B. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project update main lines, service connections, and lift stations are done. Customer hook-up, septic tank decommissions, and road work are in process as of the first of this month. Sewer Project 2 is pending right of way issues. Mr. Josh Smith said they had finalized the condemnation suits on 4 properties that they were unable to obtain easements for. They will be published in the next week or so. South Valley Water Supply & Treatment Project (well, arsenic treatment and tank in Berino): RCAC loan was approved, contract documents have been approved by USDA-RD and NMED-DWB. We are waiting on approval to bid from RD and closing on RCAC construction loan. Water Master Plan: Bohannon Huston has provided a draft contract, which will be on the June agenda. Central Office Building: Architect has final received comments from DSI, LRGPWWA IT contractor, regarding the IT portion of the contract. Valle Del Rio Water System Project: Morrow Construction is about to begin construction. They had a start date of the 11<sup>th</sup> but were delayed waiting on the county to review the Storm Water Plan. They may start next week. Mr. Mike Lopez said they are setting up the site and are going to take a deposit for the hydrant meter, we have one available for them. East Mesa Project: 90% review meeting was held on 5/14/20. We are waiting on comments from the operators, we got them a plan set for them to mark up yesterday. High Valley Project: Phase II has been cleared to move forward. Phase I received 3 bids but were very high so authorization was received from Construction Programs Bureau to get bids from drilling companies and proceed with starting the project. Stern Drive Extension Project: the contract amendment to design the rest of the pipeline has been approved. Jacquez Project is complete. Mesquite wetlands closure – is underway there will be a 60% design review.
- C. Operations:** Mr. Mike Lopez provided a written report and stood for questions. Ms. Holguin asked if he knew what the problem with the lack of water on Holguin Road in Vado. She said she did not have water at 9:00 am this morning and she had noticed that the shortage was usually between 9:00 – 10:00 am. Mr. Mike Lopez said he and Ramon Morales would be going out there to check the pressure reducing valves tomorrow and would know something then.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. We brought in \$330,582.00 in revenues and expenditures were \$237,081.00 with a surplus to be put in savings. We are on track to exceed our budgeted revenue by \$300,000.00. We have not seen any dips in revenues due to the Covid-19 virus. Tyler tracks how many payments are made on line, we have seen a 33% increase in online payments. Tyler news: a notification system has been setup to send an email to remind customers to make payments.

## VIII. Unfinished Business

- A. Appointment of Director for Districts 1 – Letter of Interest from Paul Smith:** We received a letter of interest from Mr. Paul Smith to participate as a board member for LRGPWWA. Mr. F.

Smith made the motion to appoint Mr. Paul Smith to represent District #1. Mr. Evaro seconded the motion, the motion passed with all in favor. Ms. Nichols said we would be setting up an email address and putting together a board member binder for Mr. P Smith. Mrs. Holguin welcomed the newly appointed District 1 Director.

**B. Appointment of Directors for Districts 2 & 6 - Postponed**

**IX. New Business**

- A. Motion to adopt Resolution #FY2020-17 Open Meetings Act Compliance:** Ms. Nichols explained that the need for this resolution was to clean up the language and to make it clear that we have met our meeting notice requirements. The Directors Schedule of Meeting is attached and is part of the Open Meetings Act. Chairperson Holguin requested the zip code be added to the Mesquite address. Mr. F. Smith made the motion to adopt Resolution #FY2020-17 Open Meetings Act Compliance. Mr. Evaro seconded the motion, the motion passed with all in favor.
- B. Motion to adopt Resolution #FY2020-18 Adopting Interim Proposed Budget:** Ms. Jackson said the interim budget is divided in two, Water budget and Sewer budget. The water budget has been increased by 5% to cover increases in Insurance and Salaries everything else stayed the same. The sewer budget was increased by 36% due to the 172 new connections. Mr. Magallanez asked what the potential revenue is expected due to the new connections. Ms. Jackson said we could increase by approximately \$80,000.00. We will get the minimums from the 172 connections for sure, but the usage will depend on individual usage. Ms. Nichols said there will be a potential for increase because of debt service and increase in fees from the County. Mr. Martin Lopez said the estimates are based on minimums and 6,000 gallons estimate of sewage, some will go above that and some will be below that. That is the standard we use for estimating. Mr. F Smith made the motion to adopt Resolution #FY2020-18 Adopting Interim Proposed Budget. Mr. Evaro seconded the motion, the motion passed with all in favor.
- C. Motion to adopt Resolution #FY2020-19 Request Support for Retaining SAP 19-D2445-GF to complete Mesquite Wetlands Closure Project:** Ms. Nichols explained that we received an email from Construction Bureau Environment Dept. that the general funds appropriations were going to be frozen and they were not accepting any new contracts for 2019 Capital Outlay. The wetlands project is funded by 2019 Capital Outlay and the Engineering Agreement in place. The construction budget is \$200,000.00 and we could lose those funds. She spoke to Representative Lara about this issue and wanted to ask all our legislators to support our retaining these funds to finish this project because it is a regulatory issue. We would like to have this resolution passed so we can contact all our legislators. We might still lose some other funding. Chairperson Mrs. Holguin asked that a correction be made on paragraph 3 the groundwater discharge permit limitation be 10mg instead of 14mg. Mr. Magallanez made the motion to adopt Resolution #FY2020-19 request support for retaining SAP 19-D2445-GF to complete Mesquite Wetlands Closure Project with the contingency that 14 mg be verified. Mr. F Smith seconded the motion, the motion passed with all in favor.

- D. Motion to authorize the General Manager to establish opportunities for public input for the FY2022-2026 ICIP:** Mr. Lopez said this is the typical process for public input for ICIP Plan, but this year there is a twist because of the public open meetings needed. This gives staff the opportunity to coordinate public input and stay compliant with the regulations required by the Dept. of Financial Administration. Ms. Nichols will be working with Tiffany Goolsby with SCCOG to get this done. We could possibly provide opportunities for Zoom meetings, news letters and/or public input forms to people they can use if there are project's they would like to see in their districts. Mr. F Smith made the motion to authorize the General Manager to establish opportunities for public input for the FY2022-2026 ICIP. Mr. Evaro seconded the motion, the motion passed with all in favor.
- E. Motion to adopt proposed amendment to the LRGPWWA Employee Policy Manual:** Mr. Lopez said the addition is to avoid a perceived weakness mentioned by the Auditor, this will limit LRGPWWA's exposure. It prohibits employees from using personal credit cards to purchase company materials and accrue mileage points or bonuses. Ms. Jackson said we did not have any issues with this problem. Mr. Magallanez made the motion to adopt proposed amendment to the LRGPWWA Employee Policy Manual. Mr. F. Smith seconded the motion, the motion passed with all in favor.
- F. Motion to approve Real Estate Purchase Agreement for .08365 acres with Weston & Carmella Lee and the expenditure of LRGPWWA funds for the purchase:** Mr. Lopez said as part of the East Mesa Improvements the previous engineer did not include a site for a tank location. In discussions with the new engineer it was determined that a bit more land would be needed. We contacted Mr. Lee about purchasing some land from him. Ms. Nichols added the price of the land will be \$6,186.00 and if the purchase agreement is approved a closing would be scheduled for the end of the month. Mr. Magallanez offered to fill out and submit the application for claim of exception because the property is going to be split. His offer was accepted, he will prepare it and have it ready to submit it to the county this Friday or next Monday. Mr. Lopez said he would like to use money received from AT&T rental because the purchase of the property would not be a budget item. Mr. Magallanez is able to provide this service because he owns Moy Surveying and is sub-contracting services to the engineering firm on this project. Mr. F Smith made the motion to approve the Real Estate Purchase Agreement for .08365 acres with Weston & Carmella Lee. Mr. Evaro seconded the motion, the motion passed with all in favor except for Mr. Magallanez who abstained from voting.
- G. Motion to approve waiver of disconnections for June 2020:** Mr. Evaro made the motion to approve waiver of disconnections for June 2020. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- H. Discussion regarding FY2022-FY2026 ICIP:** Ms. Nichols said she wanted to open discussion about what projects may be needed in each of our districts. She would like the Board members to start thinking about any projects that might be needed in the district that each represents. It is up on the website and we will make sure the previous one is up on the website. Chairperson Holguin would like Ms. Nichols and Ms. Charles to get together with Mr. P Smith and give him information regarding the ICIP.

- I. Motion to authorize funding application to NM CIF or NMDWSRLF for East Mesa Water System Improvements Phase I Project for approximately \$3 million:** Ms. Nichols said we are nearing completion of Phase I East Mesa Improvement Project and design was funded by NM CIF. She would like to apply for funding from NM CIF or NMFWDRLF because we are a disadvantage community and would qualify for 75% principal forgiveness for this project. They may be receiving stimulus funding we have received requests to send information regarding our up coming projects. Mr. F Smith made the motion to authorize funding application for NM CIF or NMDWSRLF for East Mesa Water System Improvements Phase I. Mr. Evaro seconded the motion, the motion passed with all in favor.
- J. Motion to authorize the General Manager to negotiate a contract with a well drilling company for the High Valley Water System Improvements Phase I Project:** Ms. Nichols said we have had lots of interest in this project from driller we have used for in house projects and from a driller from Albuquerque who had a contract with the city. She asked Mr. Mike Lopez to let her know if he knew any other drillers that might be interested in this project. Mr. Paul Smith said he might know someone who might be interested as well. He will get with Ms. Nichols with that information. Mr. Magallanez made the motion to authorize the General Manger to negotiate a contract with a well drilling company for High Valley Water System Project I. Mr. Evaro seconded the motion, the motion passed with all in favor.
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, June 17, 2020 at the La Mesa Office.**
- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** None of the board members had participated in any training.
- B. Budget Resolution**
- XI. Motion to Adjourn:** Mr. F. Smith made the motion to adjourn the board meeting at 10:32 a.m. Mr. Magallanez seconded the motion, the motion passed with all in favor.

These minutes were approved on the 17<sup>th</sup> Day of June, 2020 at a regular meeting of the Board of Directors:

SEAL:

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Esperanza Holguin, Board Chair

Attest:

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Joe Evaro, Secretary

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

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

9:30 a.m. Wednesday, May 20, 2020 via Online Zoom Meeting

(If you plan to attend please contact us at [board@lrgauthority.org](mailto:board@lrgauthority.org) or call us at 575-233-5742 ext. 1021 or 1018 and leave a message)

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 (Vacant) \_\_, #2 (Vacant) \_\_, #3 (Mr. Evaro) \_\_, #4 (Mrs. Holguin) \_\_, # 5 (Mr. Magallanez) \_\_, #6 (Vacant) \_\_, #7 (Mr. Smith) \_\_
- II. Pledge of Allegiance – postpone due to online meeting
- III. Motion to approve Agenda
- IV. Approval of Minutes
  - A. Motion to approve the minutes of the March 24, 2020 Special Board Meeting
  - B. Motion to approve the minutes of the April 15, 2020 Regular Board Meeting
- V. Presentations: Employee Recognition – Arturo Talamantes – 5 Years of Service
- 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 Districts 1 – Letter of Interest from Paul Smith
  - B. Appointment of Directors for Districts 2 & 6 - Postponed
- IX. New Business
  - A. Motion to adopt Resolution #FY2020-17 Open Meetings Act Compliance
  - B. Motion to adopt Resolution #FY2020-18 Adopting Interim Proposed Budget
  - C. Motion to adopt Resolution #FY2020-19 Request Support for Retaining SAP 19-D2445-GF to complete Mesquite Wetlands Closure Project
  - D. Motion to authorize the General Manager to establish opportunities for public input for the FY2022-2026 ICIP
  - E. Motion to adopt proposed amendment to the LRGPWWA Employee Policy Manual

- F.** Motion to approve Real Estate Purchase Agreement for .08365 acres with Weston & Carmella Lee and the expenditure of LRGPWWA funds for the purchase
  - G.** Motion to approve waiver of disconnections for June 2020
  - H.** Discussion regarding FY2022-FY2026 ICIP
  - I.** Motion to authorize funding application to NM CIF or NMDWSRLF for East Mesa Water System Improvements Phase I Project for approximately \$3 million.
  - J.** Motion to authorize the General Manager to negotiate a contract with a well drilling company for the High Valley Water System Improvements Phase I Project
- X.** Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, June 17, 2020 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

## Minutes —SPECIAL BOARD OF DIRECTORS MEETING

9:30 a.m. Tuesday, March 24, 2020 at our La Mesa Office, 521 St Valentine

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 9:31 a.m. District #1 is vacant, District #2 is vacant, Mr. Evaro representing District 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 present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Production Leader JJ Gutierrez and Attorney Josh Smith. General Manager Martin Lopez attended this meeting remotely from our La Mesa office, no one from the public attended this meeting.
- II. **Pledge of Allegiance:** The pledge of allegiance was not performed because this meeting was held via teleconference.
- III. **Motion to approve Agenda:** Mr. Magallanez made the motion to approve the agenda, Mr. Smith seconded the motion, the motion passed with all in favor.
- IV. **Public Input:** None
- V. **New Business:**
  - A. **Motion to authorize suspension of water service disconnections for March and April 2020:** Ms. Nichols said that this motion would need to be re-authorized at the April meeting, if the pandemic continues. Mr. Magallanez made the motion to authorize suspension of water service disconnections for March and April. Mr. Smith seconded the motion, the motion passed with all in favor.
  - B. **Motion to approve waiver of delinquency fee for December – January usage as billed on February 1<sup>st</sup>, 2020:** Mr. Martin Lopez said our office had called the major water and electric utility companies to see what everyone else was doing regarding the delinquency fees. All indicated they are suspending service disconnections, but did not say they were waiving delinquency fees. Mr. McMullen would like to see no waiver on the delinquency fees. Mr. Lopez said customers can make payment arrangements as usual with us. Mr. McMullen asked for a motion to approve the waiver of delinquency fees for December-January usage as billed on February 1<sup>st</sup>, 2020. There was no motion to approve, the motion died.

Mr. Lopez updated the board on the situation at hand. We might have to temporally close some of our offices, rotate some of our employees and/or reduce hours of operation. Ms. Jackson collected some information from NM Work Force Connection regarding this situation.
- vi. **Motion to Adjourn:** Mrs. Holguin made the motion to adjourn the meeting at 9:45 a.m. Mr. Smith seconded the motion, the motion passed with all in favor.

These minutes were approved on 20<sup>th</sup> Day of May, 2020 at a regular meeting of the Board of Directors:

SEAL:

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Esperanza Holguin, Board Chair

Attest:

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Joe Evaro, Secretary

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Minutes – TELECONFERENCE REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, April 15, 2020 via Teleconference

(If you plan to attend please contact us at [board@lrgauthority.org](mailto:board@lrgauthority.org) or call us at 575-233-5742 ext. 1021 or 1018 and leave a message)

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:** Vice Chairman Mr. Smith called the meeting to order at 9:39 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 not present and had submitted his resignation, Mr. Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Accounting Assistant John Schroder, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Operations Manager Mike Lopez and Attorney Josh Smith. Guest in attendance were Karen Perez with Freese and Nichols, Inc., Sandra West with Daniel B. Stephens & Assoc., Marty Howell and Lilla Reid, both with Souder, Miller & Associates.
- II. **Pledge of Allegiance – postpone due to online meeting**
- III. **Motion to approve Agenda:** Mr. Magallanez made the motion to approve the agenda, Mr. Evaro seconded the motion. The motion passed with all in favor.
- IV. **Election of Officers:** Vice-Chair Smith requested nominations for officers. Mr. Magallanez nominated Mrs. Holguin for the Chair position. Mr. Evaro seconded the nomination. The nomination passed with all in favor. Mr. Magallanez nominated Mr. Smith for the Vice Chair position; Mr. Evaro seconded the nomination. Mr. Magallanez nominated Mr. Evaro for the Secretary position; Mrs. Holguin seconded the nomination. Newly elected officers Chairman – Mrs. Holguin, Vice Chairman – Mr. Smith and Secretary – Mr. Evaro. Mr. Magallanez made the motion to remove Mike McMullen from the LRGPWWA bank accounts and add Mr. Evaro. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- V. **Approval of Minutes**
  - A. **Motion to approve the minutes of the March 18, 2020 Regular Board Meeting** Mr. Magallanez made the motion to approve the minutes for the March 18, 2020 regular board meeting. Mr. Evaro seconded the motion, the motion passed with all in favor.
- VI. **Presentations:** None
- VII. **Public Input:** None
- VIII. **Managers' Reports**

- A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Ms. Nichols asked if there was any information regarding the third staff member who was in the process of being tested for COVID-19. Mr. Lopez said he had not received the results yet.
- B. **Finance:** Ms. Jackson provided a written report and stood for questions. Revenues were \$219,448.32 and Expenses were \$230,399.10. We are still in budget the money spent over the revenues is due to Project checks going out and not being reimbursed yet.
- C. **Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project – second change order is pending to address additional time needed due to utility conflicts. Main lines are done, most of the service connections are done. Stern Drive waterline extension project is complete.
- D. **Operations:** Mr. Lopez provided a written report and stood for questions. Mr. Evaro asked if the second Restaurant in La Mesa has back-flow equipment installed. Mr. Lopez said he did not think so, but would prepare a work order to install back-flow to the site. Mr. Lopez said water production was down for March 2020 by 2.70 million gallons from same time last year.

## IX. Unfinished Business

- A. **Appointment of Director for Districts 1 & 2:** Mr. Martin Lopez said there was an inquiry from someone interested in filling the vacancy in District 1. But had not heard anything else from the person.

## X. New Business

- A. **Motion to accept engineer's recommendation and approve award of contract for Valle Del Rio Phase II Water System Improvements to Morrow Enterprises, Inc. contingent upon NM Environment Department Construction Programs Bureau concurrence:** Mr. Howell, P.E. with Souder Miller & Associates said all bids were good bids and in range, one bid was withdrawn. Mr. Magallanez motioned to accept engineer's recommendation and approve award of contract for Valle Del Rio Phase II Water System Improvements to Morrow Enterprises. Mr. Evaro seconded the motion, the motion passed with all in favor.
- B. **Motion to accept RFP Committee recommendation, select the recommended firm for the Water Master Plan Project, and authorize the General Manager to initiate contract negotiations with the selected firm:** Ms. Nichols informed the board that the RFP Committee recommended Bohannon Huston for the Water Master Plan Project. Mr. Evaro made the motion to accept RFP Committee recommendation to select Bohannon Huston for the Water Master Plan Project and authorize the General Manager to initiate contract negotiations with the selected firm. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- C. **Motion to adopt Resolution #FY2020-16 Adopting & Approving 3<sup>rd</sup> Quarter Budget Report:** Ms. Jackson said this budget report is the same one that was discussed in her financial report. Mr. Martin Lopez requested that the motion reflect the newly elected officers. Mr. Magallanez

made the motion to adopt Resolution #FY2020-16 Adopting & Approving 3<sup>rd</sup> Quarter Budget Report. Mr. Evaro seconded the motion, the motion passed with all in favor.

**D. Motion to approve waiver of disconnection for May 2020:** Mr. Lopez would like to continue the waiver of disconnections into May 2020. He will have a report at next month's board meeting to inform the board of payments and delinquencies. Mr. Magallanez made the motion to approve waiver of disconnections for May 2020. Mrs. Holguin seconded the motion, the motion passed with all in favor.

**XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, May 20, 2020 at the La Mesa Office.**

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate
- B. Open Meetings Act Resolution
- C. Adopt Interim Proposed Budget Resolution
- D. Review ICIP deadline and activities
- E. Minutes for March 24, 2020 Special Meeting for approval

**XII. Motion to Adjourn:** Mr. Evaro made the motion to adjourn the board meeting, Mr. Magallanez seconded the motion. The motion passed with all in favor.

**These minutes were approved on the 20<sup>th</sup> Day of May, 2020 at a regular meeting of the Board of Directors:**

**SEAL:**

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Esperanza Holguin, Board Chair

Attest:

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Joe Evaro, Secretary

**LRGPWWA**  
**Manager's Report**  
**May 20, 2020**

- We reopened offices and resumed full operations on Monday, May 18<sup>th</sup> with the exception of the La Mesa due to its lobby configuration.
- Four staff members have possibly been in contact with Corvid-19 positive individuals outside of work. One is in the process being tested and is self-quarantining. Three have been cleared.
- Working with GISD and internet providers to possibly set up antennas on some of our facilities to assist with “distance learning”
- One of the current internet providers is requesting a second site at Red Rock Court tank site. I will be working with them to revise their contract.
- We picked up 4 trucks we ordered, but waiting on the 5<sup>th</sup> which will be equipped with a crane. This is delaying the process to close the requirements for the RD funds.
- Coordinating with the Governor's Office and DAC to get out a newsletter on the “wearing” of a mask requirement.

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITYs  
PROJECTS REPORT – 5/20/20**

**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** – Eleventh progress meeting was held on 5/4/20. 11<sup>th</sup> Contractor’s pay application is in process. Second Change Order has been submitted to address additional time needed due to utility conflicts. Main lines are done, service connections are done, lift stations are done, and road restoration, customer hook-up and septic tank decommissions are in process. Start-up of the odor control system will be delayed until COVID-19 travel restrictions are lifted.

**LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design Stage – USDA-RD LOC \$15,030,780** – 20th Request for Funds from RCAC bridge loan has been submitted. Contract documents are pending RD final review/approval. Two easements pending and one real property are pending, Josh is taking care of these. All three will be condemnation suits. We are STILL 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 loan was approved. Contract Documents have been approved by USDA-RD and NMED-DWB. Extension of Time has been submitted to NM OSE for the well. RD approval to bid and closing on RCAC construction loan are pending.

**LRG-17-01 – Water Master Plan – WTB #252:** Contract with Bohannon Huston will be on the June agenda.

**LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,285,619:** NMED-CPB comments on contract documents was received, architect has not yet responded. Comments on the IT portion of the contract documents have finally been received from DSI, and a resolution of the NM DOT permit issue is still pending.

**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:** Morrow Enterprises is prepping for mobilization, project is slightly delayed (maybe 2 weeks) pending county review and approval of the SWPPP.

**LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG, 4915-CIF – Design** –90% review meeting was held on 5/14/20. Purchase Agreement for a small tract of land adjacent to the 3-Sisters tank site is on today’s agenda along with approval to apply for construction funds.

**LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18, 4915-CIF – Design & Construction – Souder, Miller & Assoc. –** No bids were received. Project was re-bid, and all three bids received exceeded the engineer’s opinion of probable construction cost and the available funding. All bids have been rejected, and we will proceed with negotiating directly with a well driller to get the project constructed.

**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 now that an Agreement with VDR MDWCA to clarify the ownership of the interconnect pipeline was approved at our March meeting and the Vista Del Rey April 27<sup>th</sup> meeting. The Agreement was submitted to NMFA and NMED-CPB on 5/8/20.

**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 was approved by NMED-CPB.

**LRG-18-03 – Jacquez Waterline Extension Project – Design/Build - \$50,000 SAP – Wilson & Co.** – Construction is complete. Close-put will be finalized once contractor receives final payment.

**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, but due to NMFA restrictions, we cannot apply until December and January.

**LRG-20-01 – Mesquite Wetlands Closure – Plan/Design - BHI - \$250,000 SAP:** An online meeting to review the site plan was held on 4/16/20. Legal ad for the permit renewal was run, EBID permit applications have been submitted, survey and design work are in process.

#### **Other projects:**

**Infrastructure Capital Improvements Plan 2022-2026:** Deadline for Special Districts is 9/4/20

**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** – Nothing to report since last meeting

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

**As Needed Engineering Services** - Currently we have three active Task Orders: BHI for Berry Patch Road plan review and construction oversight, and Souder, Miller & Associates for two NM DOT permits for new services. Wilson & Co. completed update of voting district maps, and Huit-Zollars completed 2 DOT permits.

**Collection & Lien Procedures** - 213 first notifications, 119 certified letters have been sent and 83 liens have been filed to date. 30 liens have been released following payment in full of the account.

**Water Audits** –Had on online meeting on 5/12/20 to complete the audits. There were complications in High Valley and Valle Del Rio most likely due to the Master Meter issues, and we were able to resolve the High Valley discrepancy. Operations and Finance Managers need to meet and see if they can resolve the VDR issues.

**Rate Study** – Participated in an online meeting with Karl Pennock from RCAC on 4/21/20.



## Lower Rio Grande PWWA

### Operators Report

May 20 , 2020

#### System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of March, we were issued 1074 work and service orders.
- For the month of April, we were issued 391 work and service orders, mostly register change outs.
- For the month of April, we installed 4 new water service connections.
- We had one main line breaks at Alto De Los Flores, one 4" on Nopal Rd.
- We had two main line breaks at the East Mesa, one on Corona Rd, and another on Luna Vista.
- 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 hundreds of failing meter registers, we have around 300 left to change out.

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

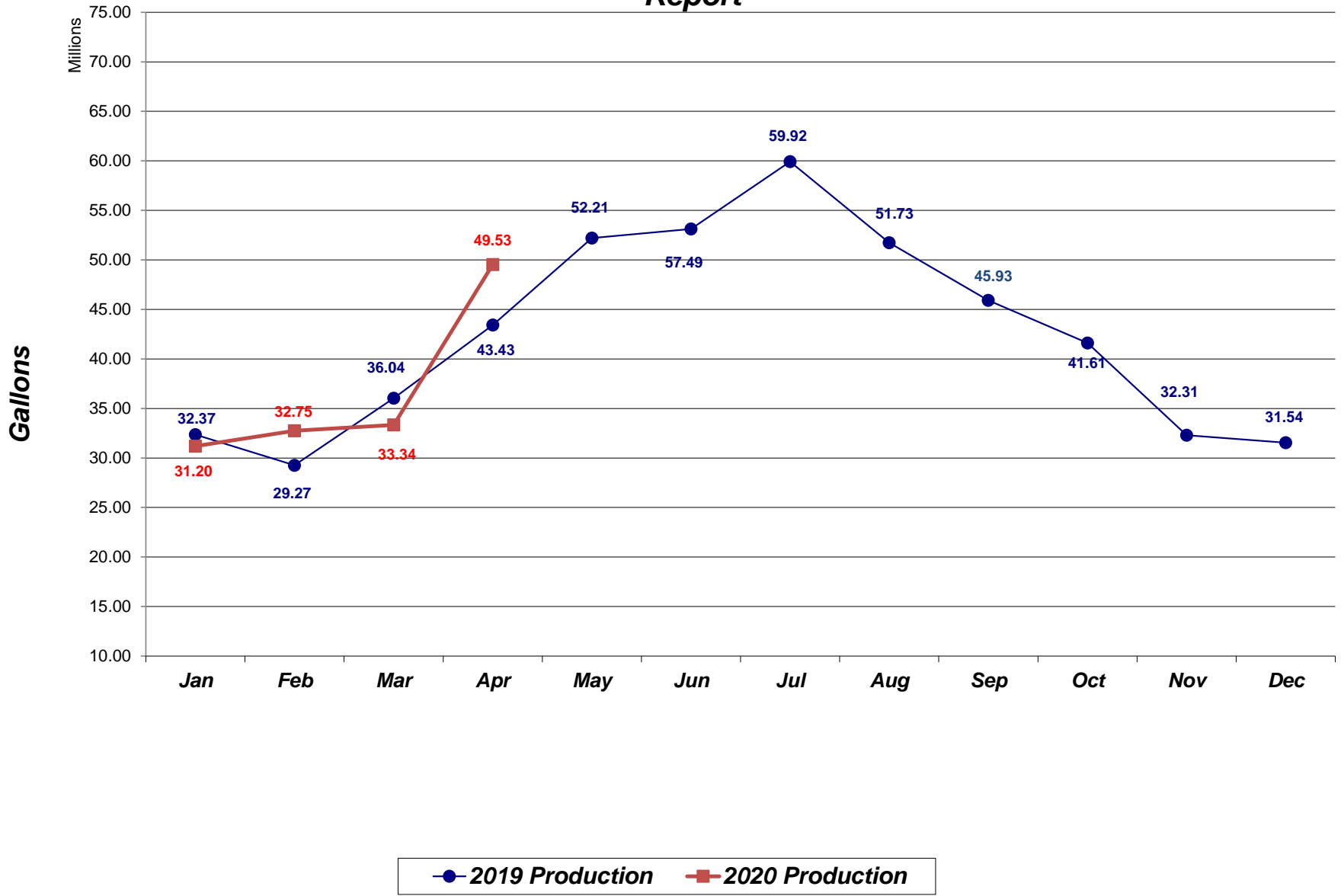
**Mesquite district Wetlands:** NMED is going to require us to drill 3 monitoring wells as the existing are dry.

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





Lower Rio Grande Public Water Works Authority

# Income Statement

## Group Summary

For Fiscal: FYE 2020 Period Ending 04/30/20

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>				
40000 - Operating Revenue	2,865,000.00	187,671.65	2,458,722.37	406,277.63
40001 - Activation & Connection Fees-Sewer	4,000.00	0.00	425.01	3,574.99
40002 - Installation Fees	57,500.00	4,013.67	44,032.28	13,467.72
40003 - Activation & Connection Fees-Water	7,500.00	150.01	5,012.62	2,487.38
40005 - Backflow Testing	7,000.00	0.00	2,825.00	4,175.00
40006 - Tampering Fee/Line Breaks	0.00	500.00	8,614.57	-8,614.57
40007 - Delinquency Fee	100,000.00	14,310.00	76,410.00	23,590.00
40008 - Penalties-Water	0.00	9,194.27	74,956.84	-74,956.84
40009 - Membership Fees	0.00	250.00	5,150.00	-5,150.00
40010 - Impact Fees	40,000.00	4,024.97	33,429.54	6,570.46
40011 - Returned Check Fees	0.00	0.00	735.00	-735.00
40012 - Credit Card Fees	10,000.00	510.00	8,778.00	1,222.00
40013 - Miscellaneous Revenue	0.00	25.00	613.05	-613.05
40015 - Penalties-Sewer	4,500.00	537.39	5,712.31	-1,212.31
40017 - Hydrant Meter Rental Fee	15,000.00	250.00	3,000.00	12,000.00
40018 - Permit Fees	0.00	0.00	150.00	-150.00
40019 - DAC Trash Coupons	0.00	0.00	802.00	-802.00
40020 - Miscellaneous Revenue-Sewer	7,500.00	60.83	358.92	7,141.08
45000 - Tower Rent	0.00	500.00	4,000.00	-4,000.00
45001 - Billing Adjustments-Water	0.00	-1,417.13	-80,359.72	80,359.72
45005 - Fiscal Agent Fees	0.00	4,293.93	48,144.77	-48,144.77
45010 - Interest	0.00	28.36	597.82	-597.82
45015 - Copy/Fax	0.00	5.00	159.05	-159.05
45020 - Other Income	45,000.00	449.88	41,998.34	3,001.66
45025 - Contract Services	50,000.00	4,971.77	39,229.65	10,770.35
45030 - Transfers In	0.00	100,000.00	180,326.00	-180,326.00
49000 - Recovered Bad Debts	0.00	203.02	2,400.00	-2,400.00
<b>Revenue Total:</b>	<b>3,213,000.00</b>	<b>330,532.62</b>	<b>2,966,223.42</b>	<b>246,776.58</b>
<b>Expense</b>				
60001 - Transfer to Reserves	0.00	10,000.00	100,066.65	-100,066.65
60005 - Accounting Fees	0.00	0.00	216.84	-216.84
60010 - Audit	15,000.00	0.00	13,666.25	1,333.75
60020 - Bank Service Charges	15,000.00	1,343.99	14,302.03	697.97
60025 - Cash Short/Over	300.00	0.00	-722.78	1,022.78
60026 - Computer Hardware	0.00	0.00	2,452.11	-2,452.11
60030 - Dues and Subscriptions	5,000.00	607.35	2,505.77	2,494.23
60035 - Engineering Fees	0.00	2,639.72	20,586.49	-20,586.49
60045 - Late Fees	1,000.00	0.00	0.00	1,000.00
60050 - Legal Fees	0.00	498.24	2,942.66	-2,942.66
60055 - Legal Notices	2,500.00	51.73	343.04	2,156.96
60060 - Licenses & Fees	5,000.00	50.00	5,623.31	-623.31
60065 - Meals	2,500.00	0.00	1,226.24	1,273.76
60075 - Permit Fees	1,500.00	0.00	825.00	675.00
60080 - Postage	30,500.00	0.00	1,506.43	28,993.57
60090 - Professional Fees-Other	0.00	8,765.15	8,765.15	-8,765.15
60100 - Project Development	0.00	0.00	0.00	0.00
60120 - Retirement Account Fees	2,500.00	676.07	6,849.65	-4,349.65
60125 - Easements & Leases	0.00	0.00	7,248.28	-7,248.28
60130 - Training	5,000.00	0.00	3,552.70	1,447.30
60140 - Travel:Airfare Per Diem	2,500.00	0.00	776.00	1,724.00
60150 - Travel:Lodging Per Diem	5,000.00	0.00	3,331.41	1,668.59
60155 - Travel:Meals Per Diem	2,500.00	-10.82	994.18	1,505.82
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	913.39	586.61
60165 - Travel:Vehicle Rental Per Diem	0.00	0.00	301.47	-301.47
60600 - Debit Service	148,000.00	5,159.74	246,019.09	-98,019.09
60625 - Interest paid to NMED	0.00	0.00	12,435.44	-12,435.44

60650 - Interest paid to NMFA	37,000.00	0.00	17,435.94	19,564.06
60675 - Interest paid to USDA	130,000.00	11,596.26	64,201.53	65,798.47
63000 - Regular Pay	1,074,100.00	53,064.74	804,296.32	269,803.68
63001 - Overtime	70,000.00	171.22	27,217.03	42,782.97
63006 - Holiday Pay	55,000.00	0.00	45,976.13	9,023.87
63007 - Sick Pay	60,000.00	1,515.62	44,707.16	15,292.84
63008 - Annual Leave Pay	0.00	39,002.68	96,127.79	-96,127.79
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	2,733.66	29,320.23	79,679.77
63100 - Insurance-Dental	18,000.00	1,031.92	10,578.84	7,421.16
63110 - Insurance-Health	272,000.00	22,854.61	221,933.62	50,066.38
63115 - Salaries: Insurance - Work Comp	20,000.00	1,436.00	10,936.00	9,064.00
63125 - Insurance: Life & Disability	21,000.00	104.94	10,645.75	10,354.25
63130 - Mileage	0.00	0.00	420.87	-420.87
63135 - Drug Testing	0.00	0.00	510.00	-510.00
63160 - Payroll Taxes-Medicare	19,860.00	1,359.45	14,765.68	5,094.32
63170 - Payroll Taxes-Social Security	77,440.00	5,812.74	63,136.03	14,303.97
63180 - Payroll Taxes-State Unemployem	0.00	0.00	25.00	-25.00
63200 - Vision Insurance	5,500.00	322.27	3,175.93	2,324.07
64100 - Sewer:DAC Waste Water Flow Charge	35,000.00	3,398.74	32,824.75	2,175.25
64200 - Sewer:Electricity-Sewer	9,000.00	1,127.65	8,001.39	998.61
64300 - Sewer:Lab & Chemicals-Sewer	42,000.00	0.00	2,105.47	39,894.53
65010 - Automobile Repairs & Maint.	40,000.00	2,796.24	21,387.00	18,613.00
65230 - Computer Maintenance	63,000.00	3,007.76	63,676.80	-676.80
65240 - Equipment Rental	2,500.00	0.00	1,262.52	1,237.48
65250 - Fuel	60,000.00	4,179.69	52,757.55	7,242.45
65255 - GPS Insights Charges	7,000.00	478.75	4,887.25	2,112.75
65260 - Kitchen & Cleaning Supplies	0.00	0.00	681.75	-681.75
65270 - Lab Chemicals-Water	5,000.00	0.00	1,434.51	3,565.49
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	5,453.14	-5,453.14
65280 - Lab Chemicals-Water:Chemicals	35,000.00	2,277.87	26,846.95	8,153.05
65300 - Locates	6,000.00	0.00	1,281.38	4,718.62
65310 - Maint. & Repairs-Infrastructure	0.00	1,915.56	63,690.94	-63,690.94
65320 - Maint. & Repairs-Office	10,000.00	652.92	5,693.34	4,306.66
65330 - Maintenance & Repairs-Other	1,500.00	0.00	14,534.80	-13,034.80
65340 - Materials & Supplies	45,000.00	2,945.70	35,405.85	9,594.15
65345 - Non Inventory-Consumables	65,000.00	773.10	35,538.24	29,461.76
65350 - Office Supplies	2,500.00	362.51	7,270.30	-4,770.30
65360 - Printing and Copying	20,000.00	3,498.44	35,322.73	-15,322.73
65370 - Tool Furniture	5,000.00	192.72	7,331.03	-2,331.03
65390 - Uniforms-Employee	10,400.00	1,219.73	13,734.21	-3,334.21
65490 - Cell Phone	20,000.00	3,271.72	18,156.52	1,843.48
65500 - Electricity-Lighting	6,000.00	463.96	4,652.08	1,347.92
65510 - Electricity-Offices	15,000.00	746.63	11,089.52	3,910.48
65520 - Electricity-Wells	211,000.00	13,047.80	157,078.25	53,921.75
65530 - Garbage Service	2,500.00	219.58	2,750.44	-250.44
65540 - Natural Gas	3,000.00	136.81	1,512.40	1,487.60
65550 - Security/Alarm	6,700.00	0.00	1,341.50	5,358.50
65560 - Telephone	20,000.00	1,500.54	18,230.48	1,769.52
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	185.32	1,849.00	151.00
66200 - Insurance-General Liability	75,000.00	16,894.00	84,400.63	-9,400.63
66700 - Water Conservation Fee	20,000.00	1,000.15	12,533.29	7,466.71
<b>Expense Total:</b>	<b>3,213,000.00</b>	<b>237,081.17</b>	<b>2,679,942.66</b>	<b>533,057.34</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>93,451.45</b>	<b>286,280.76</b>	<b>-286,280.76</b>

Lower Rio Grande Public Works Authority  
P.O. Box 2646  
Anthony, New Mexico, 88021

Ref: Board of Directors Position District #1

Dear: Karen Nichols

My name is Paul G Smith, I live at 800 West Joy Drive, Anthony, New Mexico, and I am interested in the Board of Director for District #1.

I have been involved in the highway, utility, heavy, environment construction industry since 1965. I was Executive Vice President and part owner of Chaco Construction Co. located in Farmington New Mexico for 12 years. I worked for Kent Nowlin Construction Co., Albuquerque New Mexico as project manager and superintendent in the utility and highway division for several years. I worked for Weston Solutions Inc. for 9 years in the environmental division as project manager and cost control engineer.

I attended Texas Tech College from 1956 to 1962 with a major in Industrial Management and minor in Business Law. I have certificates in Project Management Training from University of New Mexico and Weston Solutions Inc. I have a certificate from Texas A&M Training for Stormwater Permitting and Compliance. I had a certificate from the Army Corps of Engineers for Corps of Engineers Training Course in Construction Quality Management for Contractors (expired).

If you need additional information, I may be reached at [pgs6933@yahoo.com](mailto:pgs6933@yahoo.com) or 505-710-4671.

I thank you in advance for the consideration given to this request.

Sincerely



Paul G Smith

**Lower Rio Grande Public Water Works Authority**  
**Resolution Number FY2020-17**  
**Open Meetings Act Resolution for FY2021**

**WHEREAS**, the Lower Rio Grande Public Water Works Authority Board of Directors met in regular session at its La Mesa Office, 521 St. Valentine, La Mesa, New Mexico on Wednesday, May 20, 2020 at 9:30 a.m. as required by law; and

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

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

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

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

1. All meetings shall be held at the offices of the Lower Rio Grande Public Water Works Authority at the locations indicated in the attached schedule of meetings notice or online in accordance with New Mexico Attorney General Office guidance.
2. Unless otherwise specified or adjusted to accommodate holidays, regular meetings shall be held each month on the third Wednesday of the month at 9:30 a.m. The agenda will be available from the office of each Lower Rio Grande Public Water Works Authority Office that is open to the public at least seventy-two hours prior to the meeting. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by the Chairperson or a majority of the Directors upon three-day notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The final agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Lower Rio Grande Public Water Works Authority Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or a majority of the Directors upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall

include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Lower Rio Grande Public Water Works Authority Board of Directors shall report to the New Mexico Attorney General's Office the action that was taken and the circumstances creating the emergency.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, and location is placed in the customer lobby of each Lower Rio Grande Public Water Works Authority office that is open to the public. Copies of the written notice shall also be mailed or e-mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings. Meeting notices and agendas shall also be posted at <https://LRGauthority.org> in the Notices section.
6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice of the date, time, and location is placed in the customer lobby of each Lower Rio Grande Public Water Works Authority office that is open to the public. Copies of the written notice shall also be mailed or e-mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language:

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the Mesquite office of the Lower Rio Grande Public Water Works Authority at 575-233-5742, by mail at 325 Holguin Road, Vado, NM 88072, or in person at 215 Bryant, Mesquite, NM at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Mesquite office if a summary or other type of accessible format is needed.*

8. The Lower Rio Grande Public Water Works Authority Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirements under Section 10-15-1 (H) of the Open Meetings Act.
  - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Lower Rio Grande Public Water Works Authority Board of Directors taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual Director on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
  - (b) If the decision to hold a closed meeting is made when the Lower Rio Grande Public Water Works Authority Board of Directors is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the Directors and to the general public.



- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Lower Rio Grande Public Water Works Authority Board of Directors in an open public meeting.

Passed and adopted by the Lower Rio Grande Public Water Works Authority Board of Directors on this 20<sup>th</sup> day of May 20, 2020.

**SEAL:**

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Esperanza Holguin, Board Chair

Attest:

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Joe Evaro, Secretary

# Lower Rio Grande Public Water Works Authority

## Board of Directors Schedule for Meetings 2020-2021 *Horario de Reuniones de la Junta Directiva 2020-2021*

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

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

9:30 a.m. July 15, 2020	Vado, 325 Holguin Road	9:30 a.m. 15 de Julio, 2020
9:30 a.m. August 19, 2020	Vado, 325 Holguin Road	9:30 a.m. 19 de agosto, 2020
9:30 a.m. September 16, 2020	East Mesa, 9774 Butterfield Blvd.	9:30 a.m. 16 de septiembre, 2020
9:30 a.m. October 21, 2020	East Mesa, 9774 Butterfield Blvd.	9:30 a.m. 21 de octubre, 2020
9:30 a.m. November 11, 2020	La Mesa, 521 St. Valentine	9:30 a.m. 11 de noviembre, 2020
9:30 a.m. December 09, 2020	La Mesa, 521 1st Valentine	9:30 a.m. 9 de diciembre, 2020
9:30 a.m. January 20, 2021	Vado, 325 Holguin Road	9:30 a.m. 20 de enero, 2021
9:30 a.m. February 17, 2021	Vado, 325 Holguin Road	9:30 a.m. 17 de febrero, 2021
9:30 a.m. March 17, 2021	East Mesa, 9774 Butterfield Blvd.	9:30 a.m. 17 de marzo, 2021
9:30 a.m. April 21, 2021	East Mesa, 9774 Butterfield Blvd.	9:30 a.m. 21 de abril, 2021
9:30 a.m. May 19, 2021	La Mesa, 521 St. Valentine	9:30 a.m. 19 de mayo, 2021
9:30 a.m. June 16, 2021*	La Mesa, 521 St. Valentine	9:30 a.m. 16 de junio, 2021

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

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

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



**LOWER RIO GRANDE**  
Public Water Works Authority

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

**Resolution #FY2020-18**  
**Approving Interim FY2021 Budget**

**Whereas**, in order to comply with Sections 6-6-1 and 6-6-2 NMSA 1978 and to apply for CDBG funding, the Board of Directors wishes to adopt and pass a resolution to approve the Interim FY2021 Budget on May 20, 2020.

**Therefore**, be it resolved, the Board of Directors adopts and passes this resolution to approve and adopt the Interim FY2021 Budget officially approved on May 20, 2020.

PASSED, APPROVED, AND ADOPTED: May 20, 2020

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Esperanza Holguin, Chairman

Seal:

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Joe Evaro, Secretary

## Lower Rio Grande Public Water Works Authority FY2021 Interim Budget (Water)

Account	Revenue	FY2020	FY2021 Interim Budget	LGD Form
<a href="#">001-45015</a>	44010 Copy/Fax	\$ -		
<a href="#">100-40012</a>	44010 Credit Card Fees	\$ (10,000.00)	\$ (8,000.00)	
<a href="#">100-40013</a>	44010 Miscellaneous Revenue (DAC Letter)	\$ -		
<a href="#">100-40011</a>	44010 Returned Check Fees	\$ -		\$ (8,000.00)
<a href="#">100-40017</a>	44190 Hydrant Meter Rental Fee	\$ (15,000.00)	\$ (5,000.00)	
<a href="#">001-45000</a>	44190 Tower Rent	\$ -	\$ (5,000.00)	\$ (10,000.00)
<a href="#">100-45001</a>	44220 Billing Adjustments-Water	\$ -		
<a href="#">100-40000</a>	44220 Operating Revenue-Water	\$ (2,725,000.00)	\$ (2,850,000.00)	\$ (2,850,000.00)
<a href="#">100-40003</a>	44230 Activation & Deactivation Fees-Water	\$ (7,500.00)	\$ (5,000.00)	\$ (5,000.00)
<a href="#">100-40002</a>	44240 Installation Fees-Water	\$ (50,000.00)	\$ (30,000.00)	\$ (30,000.00)
<a href="#">100-40015</a>	44250 After Hours Charge	\$ -		
<a href="#">100-40007</a>	44250 Delinquency Fee	\$ (100,000.00)	\$ (50,000.00)	
<a href="#">100-40008</a>	44250 Penalties-Water	\$ -	\$ (50,000.00)	\$ (100,000.00)
<a href="#">100-40010</a>	44270 Impact Fees	\$ (40,000.00)	\$ (40,000.00)	\$ (40,000.00)
<a href="#">100-40005</a>	44990 Backflow Testing	\$ (7,000.00)	\$ (7,000.00)	
<a href="#">100-40004</a>	44990 Meter Relocation	\$ -		
<a href="#">100-40016</a>	44990 Meter Test Fee	\$ -		
<a href="#">100-40006</a>	44990 Tampering Fee/Line Breaks	\$ -		\$ (7,000.00)
<a href="#">001-45010</a>	46030 Interest	\$ -		\$ -
<a href="#">001-45025</a>	46050 Contract Services - O & M	\$ (50,000.00)	\$ (40,000.00)	\$ (40,000.00)
<a href="#">001-45022</a>	46900 Annual Farm Rental for Vado Property	\$ -	\$ (5,000.00)	
<a href="#">001-40019</a>	46900 DAC Trash Coupon Fee	\$ -	\$ (1,000.00)	
<a href="#">001-45005</a>	46900 Fiscal Agent Fees	\$ -	\$ (50,000.00)	
<a href="#">100-40009</a>	46900 Membership Fees	\$ -	\$ (5,000.00)	
<a href="#">001-45020</a>	46900 Other Income	\$ (45,000.00)	\$ (45,000.00)	
<a href="#">100-49000</a>	46900 UB - Liens	\$ -		\$ (106,000.00)
	Total Revenue:	\$ (3,049,500.00)	\$ (3,196,000.00)	\$ (3,196,000.00)
	Expenses	Current Budget	FY2021 Interim Budget	LGD Form
<a href="#">001-00-63040</a>	51020 Administrative Labor (Martin's Bonus)	\$ -	\$ 5,000.00	
<a href="#">001-20-63000</a>	51020 Regular Pay	\$ 419,100.00	\$ 415,000.00	
<a href="#">001-30-63000</a>	51020 Regular Pay	\$ 135,000.00	\$ 135,000.00	
<a href="#">100-40-63000</a>	51020 Regular Pay	\$ 110,000.00	\$ 110,000.00	
<a href="#">100-50-63000</a>	51020 Regular Pay	\$ 130,000.00	\$ 130,000.00	
<a href="#">100-60-63000</a>	51020 Regular Pay	\$ 280,000.00	\$ 280,000.00	\$ 1,075,000.00
<a href="#">001-10-63001</a>	51060 Overtime	\$ -	\$ 500.00	
<a href="#">001-20-63001</a>	51060 Overtime	\$ 8,000.00	\$ 8,000.00	
<a href="#">001-30-63001</a>	51060 Overtime	\$ 3,000.00	\$ 5,000.00	
<a href="#">100-40-63001</a>	51060 Overtime	\$ 4,000.00	\$ 4,000.00	
<a href="#">100-50-63001</a>	51060 Overtime	\$ 10,000.00	\$ 12,500.00	
<a href="#">100-60-63001</a>	51060 Overtime	\$ 15,000.00	\$ 20,000.00	\$ 50,000.00
<a href="#">001-00-63008</a>	51900 Annual Leave Pay	\$ 75,000.00	\$ 118,000.00	
<a href="#">001-00-63006</a>	51900 Bereavement Leave	\$ -	\$ 1,500.00	
<a href="#">001-20-63006</a>	51900 Holiday Pay	\$ 25,000.00	\$ 25,000.00	
<a href="#">001-30-63006</a>	51900 Holiday Pay	\$ 5,000.00	\$ 5,000.00	
<a href="#">100-40-63006</a>	51900 Holiday Pay	\$ 5,000.00	\$ 5,000.00	
<a href="#">100-50-63006</a>	51900 Holiday Pay	\$ 10,000.00	\$ 10,000.00	
<a href="#">100-60-63006</a>	51900 Holiday Pay	\$ 10,000.00	\$ 10,000.00	

<a href="#">001-00-63007</a>	51900 Sick Pay	\$ 60,000.00	\$ 50,000.00	\$ 224,500.00
<a href="#">001-00-63170</a>	52010 Payroll Taxes-Social Security	\$ 7,500.00	\$ 11,000.00	
<a href="#">001-10-63170</a>	52010 Payroll Taxes-Social Security	\$ 1,000.00	\$ 500.00	
<a href="#">001-20-63170</a>	52010 Payroll Taxes-Social Security	\$ 28,000.00	\$ 28,000.00	
<a href="#">001-30-63170</a>	52010 Payroll Taxes-Social Security	\$ 8,000.00	\$ 8,000.00	
<a href="#">100-40-63170</a>	52010 Payroll Taxes-Social Security	\$ 6,500.00	\$ 6,500.00	
<a href="#">100-50-63170</a>	52010 Payroll Taxes-Social Security	\$ 10,000.00	\$ 10,000.00	
<a href="#">100-60-63170</a>	52010 Payroll Taxes-Social Security	\$ 16,000.00	\$ 16,000.00	\$ 80,000.00
<a href="#">001-00-63160</a>	52011 Payroll Taxes-Medicare	\$ 1,500.00	\$ 3,000.00	
<a href="#">001-10-63160</a>	52011 Payroll Taxes-Medicare	\$ 500.00	\$ -	
<a href="#">001-20-63160</a>	52011 Payroll Taxes-Medicare	\$ 6,500.00	\$ 6,000.00	
<a href="#">001-30-63160</a>	52011 Payroll Taxes-Medicare	\$ 2,000.00	\$ 2,000.00	
<a href="#">100-40-63160</a>	52011 Payroll Taxes-Medicare	\$ 1,500.00	\$ 1,000.00	
<a href="#">100-50-63160</a>	52011 Payroll Taxes-Medicare	\$ 2,000.00	\$ 2,000.00	
<a href="#">100-60-63160</a>	52011 Payroll Taxes-Medicare	\$ 4,000.00	\$ 4,000.00	\$ 18,000.00
<a href="#">100-00-63070</a>	52020 401K Company	\$ 45,000.00	\$ 83,500.00	
<a href="#">001-00-63070</a>	52020 401K Company Match	\$ 64,000.00	\$ 85,000.00	
<a href="#">001-00-63020</a>	52020 401K Employee Contribution Match	\$ 30,000.00	\$ -	
<a href="#">100-00-63020</a>	52020 401K Employee Contribution Match	\$ 30,500.00	\$ -	
<a href="#">001-00-60120</a>	52020 Retirement Account Fees	\$ 2,500.00	\$ 6,500.00	\$ 175,000.00
<a href="#">001-00-63110</a>	52030 Insurance-Health	\$ 272,000.00	\$ 250,000.00	\$ 250,000.00
<a href="#">001-00-63125</a>	52040 Insurance: Life & Disability	\$ 21,000.00	\$ 12,500.00	\$ 12,500.00
<a href="#">001-00-63100</a>	52050 Insurance-Dental	\$ 18,000.00	\$ 12,500.00	\$ 12,500.00
<a href="#">001-00-63200</a>	52060 Insurance-Vision	\$ 5,500.00	\$ 4,000.00	\$ 4,000.00
<a href="#">001-00-63135</a>	52080 Drug Testing	\$ -	\$ 500.00	\$ 500.00
<a href="#">001-00-63115</a>	52100 Work Comp Insurance	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
<a href="#">100-40-60140</a>	53030 Travel:Airfare Per Diem	\$ 2,500.00	\$ 3,000.00	
<a href="#">001-00-60150</a>	53030 Travel:Lodging Per Diem	\$ 2,500.00	\$ 2,500.00	
<a href="#">100-40-60150</a>	53030 Travel:Lodging Per Diem	\$ 2,500.00	\$ 1,500.00	
<a href="#">001-00-60155</a>	53030 Travel:Meals Per Diem	\$ -	\$ 1,000.00	
<a href="#">100-40-60155</a>	53030 Travel:Meals Per Diem	\$ 2,500.00	\$ 1,000.00	
<a href="#">001-00-60160</a>	53030 Travel:Mileage/Parking Per Diem	\$ 1,500.00	\$ 1,500.00	
<a href="#">001-00-60165</a>	53030 Travel:Vehicle Rental Per Diem	\$ -	\$ 1,000.00	\$ 11,500.00
<a href="#">001-00-63130</a>	53050 Mileage	\$ -	\$ 1,500.00	\$ 1,500.00
<a href="#">001-20-65330</a>	54030 Maintenance & Repairs-Other	\$ -	\$ 2,000.00	
<a href="#">001-60-65330</a>	54030 Maintenance & Repairs-Planned	\$ -	\$ 3,000.00	\$ 5,000.00
<a href="#">001-10-65010</a>	54040 Automobile Repairs & Maint. LRG-00 Misc	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00
<a href="#">001-00-60125</a>	54999 Easements & Leases	\$ -	\$ 10,000.00	
<a href="#">001-00-60055</a>	54999 Legal Notices	\$ 2,500.00	\$ 2,500.00	
<a href="#">100-00-60060</a>	54999 Licenses & Fees	\$ -	\$ 1,000.00	
<a href="#">100-00-65300</a>	54999 Locates	\$ 1,000.00	\$ 2,500.00	
<a href="#">001-20-65320</a>	54999 Maint. & Repairs-Office	\$ 10,000.00	\$ 10,000.00	
<a href="#">100-40-65310</a>	54999 Maint. & Repairs-Wells & Boosters	\$ -	\$ 50,000.00	
<a href="#">001-10-65330</a>	54999 Maintenance & Repairs-Heavy Equipment	\$ -	\$ 10,000.00	
<a href="#">100-40-66700</a>	54999 Water Conservation Fee	\$ 20,000.00	\$ 15,000.00	\$ 101,000.00
<a href="#">001-00-60010</a>	55010 Audit	\$ 15,000.00	\$ 14,000.00	\$ 14,000.00
<a href="#">001-00-60005</a>	55030 Accounting Fees	\$ -	\$ 500.00	
<a href="#">001-00-65230</a>	55030 Computer Maintenance	\$ 63,000.00	\$ 70,000.00	
<a href="#">001-00-60035</a>	55030 Engineering Fees	\$ -	\$ 10,000.00	
<a href="#">001-00-60050</a>	55030 Legal Fees	\$ -	\$ 5,000.00	
<a href="#">001-00-60090</a>	55030 Professional Fees-Other	\$ -	\$ 10,000.00	
<a href="#">001-20-65561</a>	55030 Telstar Maintenance Contract	\$ 7,000.00	\$ 7,000.00	\$ 102,500.00
<a href="#">001-10-65240</a>	55999 Equipment Rental	\$ 2,500.00	\$ 2,500.00	

<a href="#">100-00-65277</a>	55999 Generator Maintenance Contract	\$ 3,000.00	\$ 3,000.00	
<a href="#">100-00-65275</a>	55999 SCADA Maintenance Fee	\$ 2,000.00	\$ 2,000.00	
<a href="#">100-00-65320</a>	55999 Service Agreements	\$ -	\$ 2,500.00	\$ 10,000.00
<a href="#">001-10-65260</a>	56020 Kitchen & Cleaning Supplies	\$ -	\$ 1,000.00	
<a href="#">001-10-65350</a>	56020 Office Supplies	\$ -	\$ 2,500.00	
<a href="#">001-20-65350</a>	56020 Office Supplies	\$ 2,500.00	\$ 7,500.00	\$ 11,000.00
<a href="#">100-40-65280</a>	56030 Chemicals-Water	\$ 35,000.00	\$ 35,000.00	
<a href="#">100-00-65278</a>	56030 Meter Testing/Repair/Replacement	\$ -	\$ 20,000.00	\$ 55,000.00
<a href="#">001-00-60026</a>	56040 Computer Hardware	\$ -	\$ 10,000.00	
<a href="#">001-00-65370</a>	56040 Tool Furniture	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00
<a href="#">001-10-65390</a>	56110 Uniforms-Employee	\$ 10,400.00	\$ 15,000.00	\$ 15,000.00
<a href="#">001-10-65250</a>	56120 Fuel	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
<a href="#">001-00-65340</a>	56999 Inventory Disbursements	\$ 45,000.00	\$ 50,000.00	
<a href="#">100-10-65345</a>	56999 Non Inventory-Consumables	\$ 40,000.00	\$ 25,000.00	
<a href="#">100-20-65345</a>	56999 Non Inventory-Special Order	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00
<a href="#">100-40-60130</a>	57050 Training	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<a href="#">001-00-66200</a>	57070 Insurance-General Liability	\$ 75,000.00	\$ 90,000.00	\$ 90,000.00
<a href="#">001-00-60080</a>	57080 Postage	\$ 30,000.00	\$ 2,500.00	
<a href="#">100-50-60080</a>	57080 Postage-UPS Fed Ex	\$ 500.00	\$ 500.00	\$ 3,000.00
<a href="#">001-20-65360</a>	57090 Printing and Copying	\$ 20,000.00	\$ 47,500.00	\$ 47,500.00
<a href="#">001-00-60030</a>	57150 Dues and Subscriptions	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
<a href="#">001-20-65490</a>	57160 Cell Phone	\$ 20,000.00	\$ 20,000.00	
<a href="#">001-20-65560</a>	57160 Telephone	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
<a href="#">001-00-65500</a>	57170 Electricity-Lighting	\$ 6,000.00	\$ 6,000.00	
<a href="#">001-20-65510</a>	57170 Electricity-Offices	\$ 15,000.00	\$ 15,000.00	
<a href="#">100-40-65520</a>	57170 Electricity-Wells	\$ 211,000.00	\$ 200,000.00	\$ 221,000.00
<a href="#">001-20-65540</a>	57171 Natural Gas	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<a href="#">001-00-60020</a>	57999 Bank Service Charges	\$ 15,000.00	\$ 15,000.00	
<a href="#">001-00-60025</a>	57999 Cash Short/Over	\$ 300.00	\$ 500.00	
<a href="#">001-20-65530</a>	57999 Garbage Service	\$ 2,500.00	\$ 3,000.00	
<a href="#">001-10-65255</a>	57999 GPS Insights Charges	\$ 7,000.00	\$ 7,000.00	
<a href="#">100-00-65270</a>	57999 Lab Testing Fees-Water	\$ 5,000.00	\$ 5,000.00	
<a href="#">001-00-60045</a>	57999 Late Fees	\$ 1,000.00	\$ 1,000.00	
<a href="#">001-00-60060</a>	57999 Licenses & Fees	\$ 5,000.00	\$ 5,000.00	
<a href="#">001-00-60065</a>	57999 Meals	\$ 2,500.00	\$ 2,500.00	
<a href="#">100-00-60075</a>	57999 Permit Fees	\$ 1,500.00	\$ 1,500.00	
<a href="#">001-50-65330</a>	57999 Permits/Bores/Density Test	\$ 1,500.00	\$ 1,500.00	
<a href="#">001-20-65550</a>	57999 Security/Alarm	\$ 6,700.00	\$ 5,000.00	
<a href="#">100-00-65276</a>	57999 Test Equipment Calibration	\$ 2,000.00	\$ 2,000.00	
<a href="#">001-20-65570</a>	57999 Wastewater	\$ 2,000.00	\$ 2,000.00	\$ 51,000.00
<a href="#">100-00-60600</a>	59010 Debt Service	\$ 128,000.00	\$ 128,000.00	\$ 128,000.00
<a href="#">100-00-60625</a>	59020 Interest paid to NMED	\$ -	\$ 14,000.00	
<a href="#">001-00-60650</a>	59020 Interest paid to NMFA	\$ 20,000.00	\$ 20,000.00	
<a href="#">100-00-60650</a>	59020 Interest paid to NMFA	\$ 17,000.00	\$ 17,000.00	
<a href="#">100-00-60675</a>	59020 Interest paid to USDA	\$ 114,000.00	\$ 100,000.00	\$ 151,000.00
	<b>Total Expenses:</b>	<b>\$ 3,049,500.00</b>	<b>\$ 3,196,000.00</b>	<b>\$ 3,196,000.00</b>

## Lower Rio Grande Public Water Works Authority FY2021 Interim Budget (Sewer)

Account	Type	Account Name	Current Budget	FY2021 Interim Budget	LGD Form
<a href="#">150-40015</a>	Revenue	44990 Penalties-Sewer	\$ (4,500.00)	\$ (4,500.00)	\$ (4,500.00)
<a href="#">150-40020</a>	Revenue	44240 Miscellaneous Revenue-Sewer	\$ (7,500.00)	\$ (2,500.00)	
<a href="#">150-40002</a>	Revenue	44240 Installation Fees-Sewer	\$ (7,500.00)	\$ (75,000.00)	
<a href="#">150-40001</a>	Revenue	44240 Activation & Deactivation Fees-Sewer	\$ (4,000.00)	\$ -	\$ (77,500.00)
<a href="#">150-40000</a>	Revenue	44230 Operating Revenue-Sewer	\$ (140,000.00)	\$ (140,000.00)	\$ (140,000.00)
		<b>Total Revenue:</b>	<b>\$ (163,500.00)</b>	<b>\$ (222,000.00)</b>	<b>\$ (222,000.00)</b>

Account	Type	Account Name	Current Budget	FY2021 Interim Budget	LGD Form
<a href="#">150-70-63000</a>	Expense	51020 Regular Pay	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00
<a href="#">150-70-63001</a>	Expense	51060 Overtime	\$ -	\$ 4,500.00	\$ 4,500.00
<a href="#">150-70-63170</a>	Expense	52010 Payroll Taxes-Social Security	\$ 440.00	\$ 500.00	\$ 500.00
<a href="#">150-70-63160</a>	Expense	52011 Payroll Taxes-Medicare	\$ 1,860.00	\$ 2,500.00	\$ 2,500.00
<a href="#">150-00-63010</a>	Expense	52020 401K Annual Contribution	\$ 3,000.00	\$ 5,000.00	
<a href="#">150-00-63020</a>	Expense	52020 401K Employee Contribution Match	\$ 1,200.00	\$ 2,000.00	\$ 7,000.00
<a href="#">150-00-64100</a>	Expense	54999 DAC Waste Water Flow Charge	\$ 35,000.00	\$ 50,000.00	
<a href="#">150-00-64300</a>	Expense	54999 Lab & Chemicals-Sewer	\$ 42,000.00	\$ 10,000.00	
<a href="#">150-00-65300</a>	Expense	54999 Locates	\$ 5,000.00	\$ -	
<a href="#">150-70-65310</a>	Expense	54999 Maint. & Repairs-Sewer System	\$ -	\$ 15,000.00	\$ 75,000.00
<a href="#">150-00-64500</a>	Expense	56030 Supplies & Materials	\$ -	\$ 28,500.00	\$ 28,500.00
<a href="#">150-00-64200</a>	Expense	57170 Electricity-Sewer	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
<a href="#">150-00-60600</a>	Expense	59010 Debt Service	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<a href="#">150-00-60675</a>	Expense	59020 Interest paid to USDA	\$ 16,000.00	\$ 25,000.00	\$ 25,000.00
<a href="#">150-70-62000</a>	Expense	Depreciation Expense:Sewer	\$ -	\$ -	\$ -
		<b>Total Expenses:</b>	<b>\$ 163,500.00</b>	<b>\$ 222,000.00</b>	<b>\$ 222,000.00</b>

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

### **Resolution Number FY2020-19**

#### **Requesting Our Legislators' Support for Retaining SAP 19-D2446-GF Funds to Complete the Mesquite Wetlands Closure Project**

**WHEREAS**, the Mesquite Wetlands Wastewater Treatment Facility permitted under Ground Water Discharge Permit #DP-1036 was constructed in 1996 by the Mesquite Mutual Domestic Water Consumers & Mutual Sewerage Works Association (Mesquite MDWC & MSWA) in partnership with the US Environmental Protection Agency and New Mexico Environment Department under the US-Mexico Border XXI Program; and

**WHEREAS**, the Lower Rio Grande Public Water Works Authority (LRGPWWA) was formed in 2009 under NMSA 1978 73-26-1 which provided for the merger of five founding mutual domestic associations, including the Mesquite MDWC & MSWA, and the assumption by the LRGPWWA of all assets and liabilities of the merging associations; and

**WHEREAS**, The Mesquite Wetlands Facility was built to treat domestic wastewater from a septic tank effluent pumping system and never complied with the groundwater discharge permit limitation of 14 mg/L Total Nitrogen since its construction; and

**WHEREAS**, the LRGPWWA assumed \$7,262,081 in USDA Rural Development funding allocated to Mesquite MDWC & MSWA and obtained \$1,670,257 in New Mexico Colonias Infrastructure funds to complete the Mesquite Wastewater Project in June of 2016, replacing the small diameter, pressurized collection system with a gravity system that discharges to the Doña Ana County South Central Wastewater Treatment Plant instead of the Mesquite Wetlands; and

**WHEREAS**, after LRGPWWA had its Operations Department staff complete the preliminary earthwork to decommission the Mesquite Wetlands, it was awarded a \$250,000 New Mexico Capital Outlay Appropriation to design and construct the final phase of the Wetlands Closure Project; and

**WHEREAS**, the LRGPWWA entered into an Engineering Agreement with Bohannon Huston, Inc. totaling \$ 53,073.13 for project design, which is approximately 60% complete, and construction phase service; and

**WHEREAS**, the LRGPWWA was notified on May 8, 2020 by Kimberly Gonzalez, Capital Outlay/SAP Manager, NM Environment Department Construction Programs Bureau that the New Mexico Environment Department has been directed, as of May 6, 2020, to stop accepting and processing Notices of Obligation/Contracts for all 2019 general fund capital outlay appropriations due to the COVID-19 pandemic impact on the State budget, resulting in the potential loss of \$196,926.87 of the \$250,000 SAP 19-D2446-GF appropriation;



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY THAT**

**The Lower Rio Grande Public Water Works Authority** urgently requests the assistance and support of its State Legislators: Representatives Raymundo Lara, Doreen Gallegos, Micaela Lara-Cadena and Willie Madrid, and Senators Mary Kay Papen, Joseph Cervantes, William Soules, and John Arthur Smith, to retain this crucial funding in order to construct this critical infrastructure project and address the regulatory compliance issue it was meant to alleviate.

**Passed and adopted this 20<sup>st</sup> Day of May, 2020 at a regular meeting of the Board of Directors:**

**SEAL:**

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Esperanza Holguin, Board Chair

Attest:

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Joe Evaro, Secretary

## **11. PURCHASING POLICY**

The Authority shall follow all of the requirements of the New Mexico Procurement Code. Whenever advantageous, the Authority shall take advantage of State Purchasing contracts. Authority purchases shall be made through and tracked by the Purchasing Specialist except when it is necessary or advantageous to make use of an Authority credit card. **To avoid possible audit exposure due to the potential for earning bonuses or rewards for additional compensation, employees of the Authority are not allowed to make purchase for the Authority using their personal credit cards. Authority vendor accounts are solely for the purpose of purchasing items for Authority use and shall not be utilized by Authority employees to purchase items for personal use.**

## **12. TRAVEL POLICY**

The Authority shall adhere to the requirement of the New Mexico Mileage & Per Diem Act NMSA 1978 10-8-4 and Administrative Code NMAC 2.42.2. Travel should be booked through the Finance Department with as much advanced notice as possible and must be authorized in writing by the General Manager. Employees traveling on LRGPWWA business must submit a Leave Form indicating Administrative Leave. For reimbursement for actual expenses as per NMSA 1978 10-8-4 K., employees must submit a written request and turn in an Employee Reimbursement Form with detailed receipts attached and indicating the reason for travel.

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

### **13.01 Cell Phone Safety:**

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

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

### **13.02 Authority Issued Cell Phones:**

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

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

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

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

**PURCHASE AND SALE AGREEMENT FOR  
VACANT LAND**

This agreement is made and entered into this \_\_\_\_ day of May 2020, by and between Lee and Carmella Weston, whose address is 740 Fossil View Rd., Las Cruces, NM 88007, hereinafter referred to as "Seller", and, Lower Rio Grande Public Water Works Authority whose address is P.O. Box 2646, Anthony, NM 88021 hereinafter referred to as "Purchaser".

WITNESSETH:

WHEREAS, Seller desires to sell and Purchaser desires to purchase certain real property located in Section 1, T.22S., R.3E N.M.P.M., as the same is more fully described in Exhibits "A" the legal description and "B" the plat, and

WHEREAS, the parties desire to set down in writing the terms of the agreement for the sale and purchase so described,

NOW THEREFORE, in consideration of mutual covenants and conditions hereinafter set out, the parties agree as follows:

1. Sale and Purchase. Seller agrees to convey to Purchaser, and Purchaser hereby agrees to purchase from Seller, for the price and subject to the terms, covenants, conditions and provisions herein set forth:

A) .08365 acres a portion of a larger .67-acre tract, more or less, located in Organ, in Dona Ana County, New Mexico identified as a portion of Parcel No. 4-018-127-070-145 being more particularly described on Exhibits "A and B", together with all improvements thereon;

B) All buildings, sheds and structures if any.

- C) All other rights and appurtenances belonging or in any way pertaining to the property except as state herein.
  - D) Reserving all mineral rights appurtenant to the property to the Seller.
2. Consideration. The purchase price to be paid by Purchaser to Seller for the sale and conveyance of the property shall be Six Thousand One Hundred and Eighty-Six Dollars and no cents (\$6,186.00). The consideration shall be payable at closing.
3. Conditions Precedent to Purchaser's Performance. It is specifically understood and agreed among the parties that the purchase contemplated by the agreement, and all responsibilities of the Purchaser hereto, are contingent upon the following:
- (1) Title to the property shall be good and marketable as provided in paragraph 5;
  - (2) Buyer is a governmental entity and must obtain adequate funding to complete the purchase prior to the closing date;
  - (3) Buyer shall obtain all documents and complete the process of dividing the property as required by Dona Ana County;
  - (4) Buyer shall have 30 days from the date of this Agreement to perform due diligence and inspect the Property. Buyer may terminate this Agreement upon notice to Seller on or before the thirtieth day following execution of this Agreement.
  - (5) Seller agrees to cooperate with Buyer to obtain any approvals and/or exemptions required by Dona Ana County for the subdivision of the .08365-acre parcel from the larger .67-acre tract and will execute any necessary documents.

(6) Seller agrees to leave on the property all improvements and agrees to maintain the property in good working order until closing, reasonable wear and tear excepted.

Any loss from fire or other casualty prior to closing shall be the obligation of the Seller and if this property, or improvement, is destroyed or substantially destroyed or damaged, then upon Purchaser advising Seller of Purchaser's election to terminate this agreement shall terminate and the Seller shall be entitled to the insurance proceeds of Seller's insurance, if any, in connection therewith. Should the damage not be substantial, then the Seller shall promptly use his insurance proceeds, if any, to repair the damage and restore the property and improvements to the condition they are at this time and the sale will then proceed to closing. The Purchaser shall have the option to determine, in his sole opinion, what is substantial damage. If the damage is not adequately covered by insurance, then the Purchaser may, at his option, either terminate this agreement or elect to proceed to closing.

If the above conditions cannot be met within a period of time no greater than one week prior to closing of this agreement, then Purchaser may, at his option: (A) terminate this Agreement in its entirety and at such time all liabilities and responsibilities of the parties to each other under this Agreement shall terminate; or (B) without waiving any claims for damages, elect to perform under this Agreement or any written amendment hereto.

4. Water Rights and Wells. Seller represents that there are no water rights appurtenant to the property. Any water rights that exist shall remain with the Seller.

5. Title. The Seller warrants a good and marketable title to the property described in "Exhibit A".

6. Risk of Loss. All risk of loss to the property shall remain with Seller through the date of closing and thereafter the risk of loss shall be borne by the Purchaser.

7. Access. The Seller warrants that the property is entirely accessible by means of legal access by county road.

8. Entire Agreement. The parties specifically agree that this written Agreement incorporates all the terms and provisions of their understanding and agreement for the sale and purchase of the property, and that any prior verbal representations, promises or covenants made by either party and not incorporated into this writing shall be null and void and of no effect among the parties. Modifications to this Agreement can be made only upon a writing signed and acknowledged by the parties, which writing specifically references this Agreement.

9. Remedies. The parties specifically agree that time is of essence of this Agreement.

A) Purchaser's Remedies. Notwithstanding any provision of this Agreement to the contrary, in the event Seller wrongfully fails or refuses to timely comply with its obligations hereunder or is unable to do so as the result of its willful act or failure to act, or at closing any of Seller's representations, warranties or covenants contained herein are not true or have been breached (except for termination authorized under any provision of this Agreement), Purchaser not being in default hereunder, Purchaser shall have the following options:

1) to waive, prior to or at closing, as applicable, the applicable objection or condition and proceed to close the transaction contemplated hereby in accordance with the remaining terms hereof,

2) to enforce specific performance or recover damages resulting from Seller's act or failure to act; or

3) if the condition is one which is correctable, to extend the time of closing for a period of up to thirty (30) days and if such condition is not corrected in such period, exercise any of the remedies set forth in subparts (1), (2) and (3) of this Paragraph 9(A).

B) Seller's Remedies. Notwithstanding any provisions of this Agreement to the contrary, in the event Purchaser wrongfully fails or refuses to timely comply with its obligations hereunder or is unable to do so as a result of its willful act or failure to act (except for termination authorized under any provision of this Agreement), Seller not being in default hereunder, Seller shall have the following options:

1) to waive, prior to or at closing, as applicable, the applicable objection or condition and proceed to close the transaction contemplated hereby in accordance with the remaining terms hereof;

2) to enforce specific performance or recover damages resulting from Purchaser's act or failure to act; or

3) if the condition is one which is correctable, to extend the time of closing for a period of up to thirty (30) days and if such condition is not corrected in such period, exercise any of the remedies set forth in subparts (1), (2) or (3) of this paragraph 9(B).

10. Seller's Warranties and Representations. Seller warrants and represents to Purchaser that the following are true on the date of this Agreement and will be true at closing.

A. Standing of Seller. Seller has full power and authority to execute this Agreement and consummate the transactions contemplated by this Agreement.

B. Claims. There are no actions, suits, proceedings or investigations pending or, to the knowledge of Seller, threatened against or relating to the Property, in any court, or before any governmental department or agency. Seller does not know of any basis for any such action, suit, proceeding or investigation.

C. The Purchaser acknowledges that it has examined the subject property and is accepting the same in its present condition on an “as is” basis except as otherwise stated in this Agreement and is not relying on any other representations made as to the condition of the subject property but is relying solely on his and his agents’ inspections of the subject property, including any improvements located thereon. Purchaser agrees to maintain the improvements located on the property.

11. Environmental Status. This Purchase Agreement concerns undeveloped land. Seller represents to their knowledge such use has caused no environmental hazard or pollution problem.

12. Existing Indebtedness. Purchaser does not agree to assume any existing indebtedness of the Seller secured by or regarding the property. Title to the property will be conveyed at closing free and clear of any existing indebtedness secured by or regarding the property.

13. Legal Action. Should any legal action arise regarding this Agreement, the prevailing party shall be entitled to recover his/her/its attorney fees.

14. Closing/Possession Dates. The closing date will be on or before May 30, 2020. All necessary documents will be executed and all required monies in the form of certified or ready funds will be delivered by closing. Closing costs will be paid by the Purchaser.



15. Prorations and Trust Funds. Seller will make payments which come due on existing encumbrances before closing. Taxes, water, EBID, sewer fees, if any, and any similar fees are to be prorated from date of closing. Prorations will be determined based on information available as of closing and will be binding on the parties.

16. Conveyance. Seller will convey the Property by general warranty deed.

17. Title Insurance. The Buyer will order a title commitment or binder insuring clear title to the Property from Dona Ana Title Co. or other agreed upon title company. Fees for title binder or owners title policy to be paid by purchaser.

18. Intended Purpose: This Agreement is for the transfer of undeveloped real property, for use by the Buyer for a building, well or water system infrastructure, and the Seller warrants that they are not aware of any conditions, which would prevent or materially inhibit such use.

19. Assignment. This Agreement is not assignable without Seller's written consent. Consent shall not be unreasonably denied by Seller.

20. Fixtures/Liens. During the term of this Agreement, Purchaser shall not remove or destroy permanent fixtures without written notice to Seller and after having received Seller's written approval.

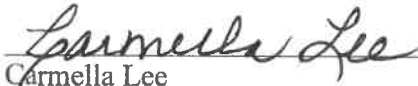
21. Binding Effect. This Agreement shall inure to and be binding upon our heirs, assigns, personal representatives, or successors in trust.

22. Applicable Law. This contract has been formed under the laws of the State of New Mexico.

SELLERS



Weston Lee



Carmella Lee


PURCHASER

LOWER RIO GRANDE PUBLIC WATER  
WORKS AUTHORITY

Esperanza Holguin, Chairwoman

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this 13 day of May 2020, by Weston Lee.

  
\_\_\_\_\_  
Notary Public

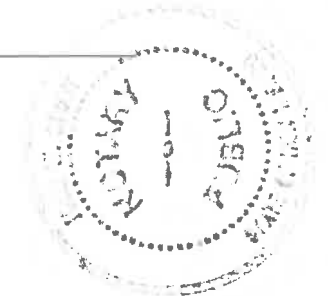


My Commission Expires:  
10/24/20

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this 13 day of May 2020, by Carmella Lee.

  
\_\_\_\_\_  
Notary Public



My Commission Expires:  
10/24/20

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF DONA ANA )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of May 2020, by Esperanza Holguin, Chairwoman of Lower Rio Grande Public Water Works Authority Board of Directors.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

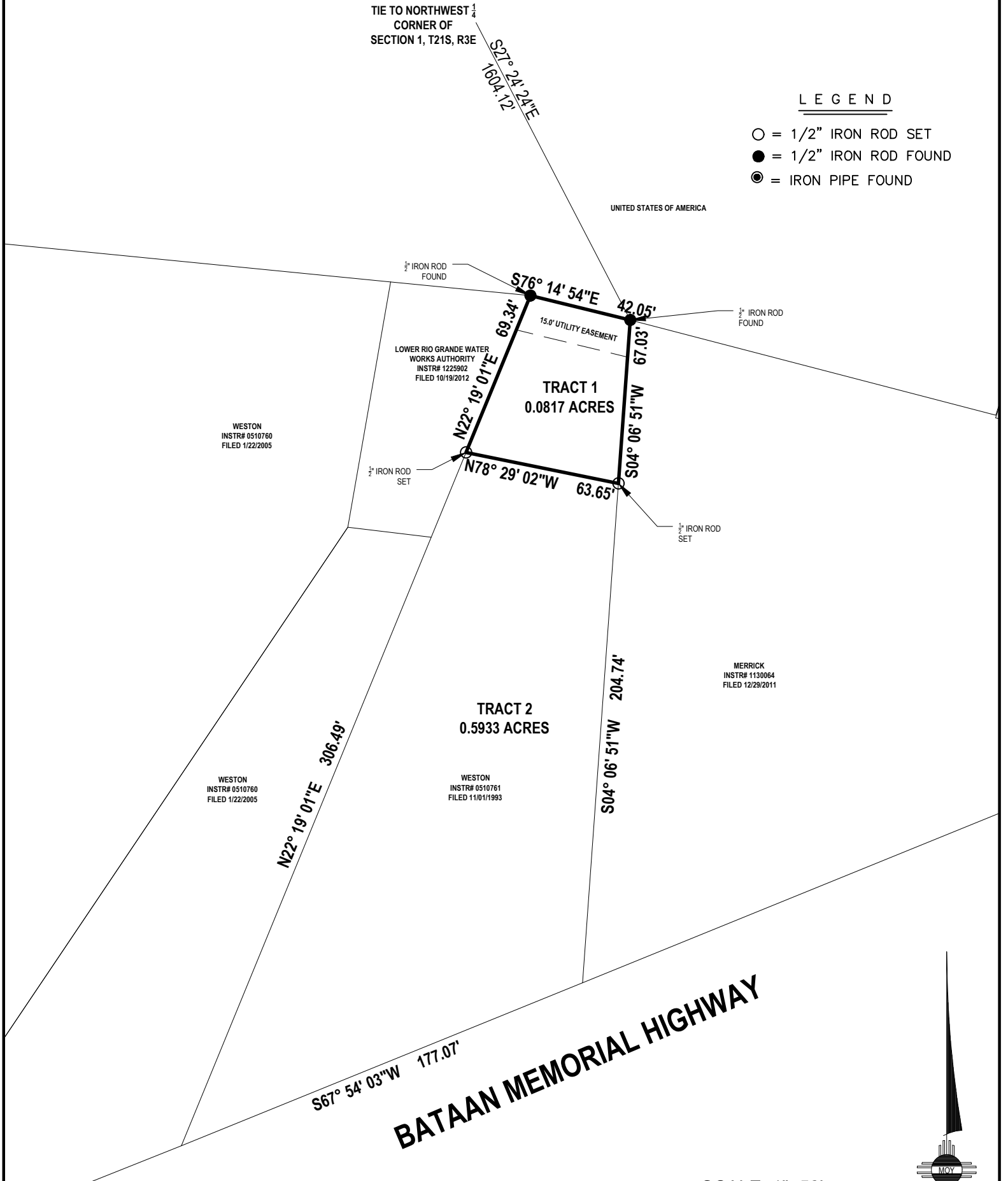
TIE TO NORTHWEST 1/4  
CORNER OF  
SECTION 1, T21S, R3E

S27° 24' 24"E  
1604.12'

LEGEND

- = 1/2" IRON ROD SET
- = 1/2" IRON ROD FOUND
- ⊙ = IRON PIPE FOUND

UNITED STATES OF AMERICA



WESTON  
INSTR# 0510760  
FILED 1/22/2005

LOWER RIO GRANDE WATER  
WORKS AUTHORITY  
INSTR# 1225902  
FILED 10/19/2012

MERRICK  
INSTR# 1130064  
FILED 12/29/2011

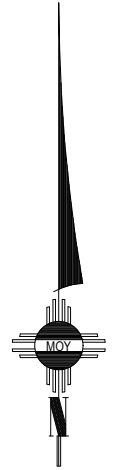
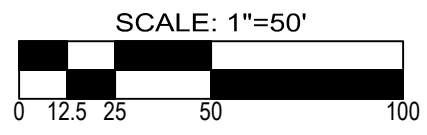
WESTON  
INSTR# 0510760  
FILED 1/22/2005

WESTON  
INSTR# 0510761  
FILED 11/01/1993

**BATAAN MEMORIAL HIGHWAY**

NOTES:  
FLOOD ZONE "X"; AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN, AS PER MAP NO. 35013C0950 G, REVISED JULY 6, 2016.

FIELD NOTES BY MOY SURVEYING INC., LICENSE #18078.  
ALL CORNERS SET ARE 1/2" IRON RODS WITH 1" PLASTIC CAPS STAMPED #18078. ALL IRON RODS OR MONUMENTS FOUND, TAGGED, STAMPED #18078. UNLESS OTHERWISE NOTED DEED BEARINGS AND DISTANCES AND FIELD BEARING AND DISTANCES ARE THE SAME.



PROPERTY OWNER: WESTON  
PROPERTY LOCATION: ORGAN TOWNSITE  
ACCOUNT NUMBER: R0311783  
PARCEL NUMBER: 4-018-127-070-145



05/19/2020

**PLAT OF SURVEY SHOWING THE LOCATION OF IMPROVEMENTS ON A 0.1817 AND 0.5933 TRACT OF LAND IN SECTION 1, TOWNSHIP 21 SOUTH, RANGE 3 EAST, N.M.P.M. SURVEYS EAST OF THE CITY LAS CRUCES, DOÑA ANA COUNTY, NEW MEXICO**

I, HENRY MAGALLANEZ, A NEW MEXICO PROFESSIONAL SURVEYOR, CERTIFY THAT I CONDUCTED THIS SURVEY AND/OR WAS DONE UNDER MY DIRECTION, AND THAT THIS SURVEY IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THIS SURVEY AND PLAT MEET THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO.

*Henry Magallanez 18078*  
HENRY MAGALLANEZ N.M.P.S. #18078



JOB NO: LOWER RIO GRANDE  
DRAWN BY: HM3  
FIELD BY: KENNY/VIC/AARON  
DATE: 05/19/2020 SCALE: 1"=50'