



Date: November 18, 2020

Time: 9:30 a.m.

Places: Online Zoom meeting

Event: Regular Board Meeting

Name	Company Name	Contact Information Phone Number	Email Address
Karen Nichols	LRG- Projects Manager	575-233-5742 Ext1018	
Furman Smith	LRG- Board Vice Chair	575-382-5982	
Patricia Charles	LRG- Projects Specialist	575-233-5742 Ext1021	
Esperanza Holguin	LRG- Board Chair	575-644-9543	
Paul Smith	LRG- Board Director	505-710-4671	
John Schroder	LRG- Accounting Assistant	575-233-5742 Ext1006	
Martin Lopez	LRG- General Manager	575-233-5742 Ext1004	
Mike Lopez	LRG- Operations Manager	575-233-5742 Ext1011	
Kathi Jackson	LRG - Finance Manager	575-233-5742 Ext1005	
Henry Magallanez	LRG-Board Director	575-525-9683	
Joe Evaro	LRG-Board Director	575-618-0182	
Tyler Hopkins	Bohannon Huston	575-532-2670	

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 18, 2020 via Online Zoom Meeting

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html

- I. **Call to Order, Roll Call to Establish Quorum:** Chair Mrs. Holguin called the meeting to order at 9:32 a.m., Mr. P. Smith representing District #1 was present beginning with item IX. A., 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, District #6 is vacant, Mr. F. Smith representing District #7 was present until item IX. B. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manger Kathi Jackson, Operations Manager Mike Lopez, Accounting Assistant John Schroder. Guest present was Tyler Hopkins with Bohannon Huston.
- II. **Pledge of Allegiance – postponed due to online meeting**
- III. **Motion to approve Agenda:** Mr. Magallanez made the motion to approve the agenda. Mr. F. Smith seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the October 21, 2020 Regular Board Meeting:** Mr. F. Smith made the motion to approve the minutes for the October 21, 2020 Regular Board Meeting. Mr. Evaro seconded the motion, the motion passed with all in favor.
- V. **Presentations: None**
- VI. **Public Input**
 - A. **General Matters: 15 minutes are allotted for this item, 3 minutes per person: none**
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. LRG-4364 Valle Del Rio has been approved by NMOSE for beneficial use extension. It was set to expire October 2020. Valle Del Rio was acquired in 2015 and the State Engineer was not allowing us to get the extension. Josh Smith (LRGPWWA Attorney) submitted paperwork showing that we just acquired the system and that we are a 40-year Water Planning entity. The extension was then allowed, and it was extended to 2023. DAC provided a notice of consideration of Ordinance for proposed Industrial Revenue Bonds, no impact on LRGPWWA. The Finance Department is in the process of paying of NMFA water loan for the Jacquez Road Project. Operations Department filled one laborer position. We finally received all the government plates for the

new trucks from the State. The payments came in for the water rights fees for Las Flores subdivision in Berino and the old McAnally Chicken Farm. Due to the Governor's order to shelter in place last week Mr. Lopez instructed staff not to proceed with delinquency shut offs. Instead we provided customers on the delinquency list a letter to contact us to make arrangements. Also included with the letter was information for mortgage and rental assistance provided thru DAC and provided by Tierra Del Sol. On December 1st if customers have not made payment arrangements their water service will be shut off. Ms. Nichols asked if the job openings listed on the website need to be updated, and Mr. Lopez said they should be left on the website as is. He will have Mike and JJ get together with Patty and make sure the qualifications are updated if needed.

- B. Projects:** Ms. Nichols provided a written report and stood for questions. She introduced Tyler Hopkins with Bohannon Huston to give an update on the Projects they are working. Mr. Hopkins said Mesquite-Brazito Sewer Project 1 is still under construction multiple extensions have been filed and have added additional work, which is good because there was extra money. They are finishing of lift station 14 and resurfacing. They are on track to have final substantial completion on December 8th, 2020. Ms. Nichols said that there was one additional connection that was missed by everyone that will need to be added, the address is 1278 Hobbs. Mesquite-Brazito Sewer Project 2, waiting on one more court judgment. Mr. Josh Smith is working on it a motion for default judgment was filed on 11/13/20. Once this gets completed we can proceed with project. For the South Valley Water Supply & treatment Project, all comments were addressed for NM Drinking Water Bureau and USDA. Received approval from NMED-DWB and are waiting on authorization from USDA to go out to bid. The Mesquite Wetlands Closure Project contract was awarded to Caliper Construction, and the contract documents have been signed as of last week. A pre-construction meeting has been scheduled for Monday next week. Ms. Nichols said meeting it will virtual and Diana will be sending the invitations. For the Water Master Plan, a second draw has been completed, and the kick off meeting took place in September. With regard to the Central Office Building Project, Ms. Nichols said the architect's response to the third set of comments was submitted 11/13/20 to NMED-CPB. There has been no resolution with the critical issue regarding DAC oversight. Mr. Josh Smith has not been able to contact the DAC attorney yet. Valle del Rio Water System Project has partial substantial completion. A change order for booster station work is in preparation since there was money left over. East Mesa Water System Improvement Project Contract documents were approved by NMED-CPB. Ms. Nichols submitted a Project Interest Form to NMED-DWB for DWSRLF funding. High Valley Water System Improvements Project the rehab is basically complete. Plans for the new well project was approved as of yesterday. Mr. Lopez asked Ms. Nichols if she could give the board an update on the Sewer Project that includes the Yucca property (lift station 13). The second appraisal on the land came in just under \$35,000.00 and was submitted to the court. Mr. Hopkins said the 1st appraisal had come in at \$32,000.00. The judgement has not been received yet.
- C. Operations:** Mr. Lopez provided a written report and stood for questions. The Arroyo well stopped producing. He received 3 quotes and State Wide was awarded the work and will start week after Thanksgiving. Mr. Lopez thinks there might be a small hole possibly like the one at El Centro. He will have State Wide check the pipes for leaks. Overall production went from 41 million last October to 46 million this October.

- D. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues were \$472,000.00 and expenditures were \$336,000.00. The expenditures include \$65,000.00 for the repairs on the Arroyo well. She had the draft copy of the Audit. The Audit exit interview will be on Friday, there were no findings. 600 registers are left to change out, Mr. Lopez said they will start that work on Monday. Mr. Martin Lopez said he had received reimbursement money for the new trucks purchased. That money could possibly be used to offset the \$65,000.00 well repair at Arroyo well.

VIII. Unfinished Business

A. Appointment of Directors for Districts 2 & 6 - Postponed

IX. New Business:

- A. Staff Years of Service Recognition – Award presentation for 14 staff members for 10-year service:** Mrs. Holguin wanted to congratulate the managers for what they do for the staff. Its important to keep employees. The attached PowerPoint presentation was created due to the restrictions on in-person events due to COVID-19. We can not get together and celebrate the accomplishments of these employees as we have in the past.

- B. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2- limited personnel matters to discuss evaluation of the General Manager:** Mr. Evaro made the motion to convene to closed session. Mr. F. Smith seconded the motion, the motion passed with all in favor.

i. **Roll Call Vote:** District #1 (Mr. P. Smith) yes, #2 (Vacant), #3 (Mr. Evaro) yes, #4 (Mrs. Holguin) yes, #5 (Mr. Magallanez) yes, #6 (Vacant), #7(Mr. Smith) lost connection

ii. **Motion to reconvene in open session:** Mr. Evaro made the motion to reconvene in open session. Mr. P. Smith seconded the motion, the motion passed with all in favor.

iii. Statement by the Chair: ***The matters discussed in the closed meeting were limited only to those specified in the motion for closure.*** Mrs. Holguin stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

iv. **Motion, if any related to closed session matters:** Mrs. Holguin requested a motion to give the General Manager a 6% increase in pay. Mr. Magallanez made the motion to give the increase. 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, December 9, 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. Directors should turn in Board of Directors Manuals so staff can update them
- C. Motion to approve the Audit (Audit is due by December 15th)
- D. Motion to Authorize Cost of Living &/or Merit pay increase for staff

XI. **Motion to Adjourn:** Mr. P. Smith made the motion to adjourn the board meeting at 10:52 a.m. Mr. Evaro seconded the motion, the motion passed with all in favor.

These minutes will be presented to the board for approval on the 9th Day of December, 2020 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, November 18, 2020 via Online Zoom Meeting

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html

- I. Call to Order, Roll Call to Establish Quorum: District #1 (Mr. P. Smith) __, #2 (Vacant) __, #3 (Mr. Evaro) __, #4 (Mrs. Holguin) __, # 5 (Mr. Magallanez) __, #6 (Vacant) __, #7 (Mr. F. Smith) __
- II. Pledge of Allegiance – postponed due to online meeting
- III. Motion to approve Agenda
- IV. Approval of Minutes
 - A. Motion to approve the minutes of the October 21, 2020 Regular Board Meeting
- V. Presentations: None
- VI. Public Input
 - A. General Matters: 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 Directors for Districts 2 & 6 - Postponed
- IX. New Business
 - A. Staff Years of Service Recognition - 13 staff members, 10-year service
 - B. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.2- limited personnel matters to discuss evaluation of the General Manager
 - i. Roll Call Vote: District #1 (Mr. P. Smith) ____, #2 (Vacant) ____, #3 (Mr. Evaro) ____, #4 (Mrs. Holguin) ____, #5 (Mr. Magallanez) ____, #6 (Vacant) ____, #7(Mr. Smith) ____

- ii. Motion to reconvene in open session.
 - iii. Statement by the Chair: ***The matters discussed in the closed meeting were limited only to those specified in the motion for closure.***
 - iv. Motion, if any related to closed session matters.
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 16, 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. Directors should turn in Board of Directors Manuals so staff can update them
 - C. Audit Approval (Audit is due by December 15th)

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 —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, October 21, 2020 via Online Zoom Meeting

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html

- I. **Call to Order, Roll Call to Establish Quorum:** Chair Mrs. Holguin called the meeting to order at 9:32 a.m., Mr. P Smith representing District #1 was present, 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, District #6 is vacant, Mr. F. Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Accounting Assistant John Schroder and Josh Smith LRG Attorney. Guest included Marty Howel with Souder Miller & Associates, Diana Gomez with Bohannon Huston Inc. Mario Juarez Infante, Gabriel Villanueva, Marvin Chavez all from Wilson & Company were also present.
- II. **Pledge of Allegiance – postponed due to online meeting**
- III. **Motion to approve Agenda:** Mr. F Smith made the motion to approve the agenda. Mr. Magallanez seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the September 16, 2020 Regular Board Meeting:** Mr. F Smith made the motion to approve the minutes for September 16, 2020 Regular Board Meeting. Mr. Evaro seconded the motion, the motion passed with all in favor.
- V. **Presentations: Mario Juarez Infante with Wilson & Company to give an update on the Central Office Building:** He has been working with Ms. Nichols in requesting an extension to the funding agreement. There are 3 reasons for the delays in this project. One is that the NM Dept of Transportation is concerned with the impact generated by the new office in Vado. They recommended right and left turn lanes. This would require some work with EBID to extend the roadway crossing because of the irrigation ditch there. Two- The second round of comments have been submitted to NMED. NMED requested permitting from DAC. He responded that the permitting comes from NM CID. Mr. Josh Smith is going to schedule a teleconference with the DAC attorney to discuss this matter. Mr. Juarez-Infante indicated that we are complying with the County rules and regulations the question is if a permit from DAC is needed. Third- Mr. Deal is a Civil Engineer with Construction Programs Bureau is taking extra time to review the plans because he is not an architect. Once the permitting problem is resolved then we could let the project out to bid end of this month. Then schedule the bid process in November. Bid opening in December and bring it to the December board meeting. Construct could then start after January 4th 2021 and should take approximately 9 months.
- VI. **Public Input**

- A. General Matters: 15 minutes are allotted for this item, 3 minutes per person:** Ms. Nichols informed the board that we have several Engineering Firms present at our meeting that will be asked to participate during her report.

VII. Managers' Reports

- A. General Manager:** Mr. Lopez provided a written report and stood for questions. We have submitted all documents to renew LRGPWWA's insurance policy. There will be an increase because of the Brazito Project and the additional new vehicle acquired recently. The insurance for employees has also increased. November billing will include the sewer customers connected as part of the Mesquite-Brazito Sewer Project. Our condolences to Mr. Ismael Borunda's family. He was the President for La Mesa MDWCA during the transition into LRGPWWA. At the November board meeting we will be recognizing 13 employees for completing 10 years of service with LRGPWWA.
- B. Operations:** Mr. Mike Lopez provided a written report and stood for questions. Water production is still high this time last year was 45.93 million gallons and this year is 53.20 million gallons.
- C. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues for September were \$386,000.00 expenses were \$399,000.00. We took in \$1.1 million for this quarter and have spent \$991,000.00 so we are able to absorb the over spending for September. Register change out is almost complete. The audit should be ready by next month.
- D. Projects:** Ms. Nichols provided a written report and stood for questions. She shared a monthly status report provided by Bohannan Huston. This is very helpful in providing her reports. The projects are Mesquite-Brazito Sewer Projects 1 and 2, South Valley Water Supply Project Mesquite Wetlands Closure and Water Master Plan. Mrs. Gomez from Bohannan Huston said Mesquite-Brazito Project 1 we are assisting in getting all the funds used. Sent a change order yesterday. There is a delay due to the staff changes at USDA. The project is near completion. Mesquite-Brazito Project 2 they can't proceed due to 2 easements that are pending Pena and Gomez, Mr. Josh Smith is working on getting the easements. Mr. Josh Smith said he got the documents for Pena Wednesday morning; the judgement will be recorded. Gomez property owners were served on October 8, 2020 and have 30 days to respond. Mrs. Gomez said they have been waiting on USDA for 2 -3 months to get authorization to proceed on the South Valley Project. The delays at USDA are due to staff changes. The approvals were received in May the next step is to open for bidding. Mesquite Wetlands Closure – they opened bids and have recommendations for awards on today's agenda. Water Master Plan – working on exhibits and updating current information. They are planning on a meeting with LRGPWWA to make sure they are on the right track and making sure they know what is expected and needed by LRGPWWA. Marty Howel from Souder Miller & Associates gave an update on Valle Del Rio- they have substantial completion for the scope of work. There is a far amount of funding left which will be used to run 3 phase power to the site, replace booster system in order to get fire flow to system. He contacted the landowner in the area for easement. The landowner is planning a subdivision of 1-2 acre lots with 10-15 lots. DAC has requested they have fire flow

for the subdivision. These lots will then be connected to LRGPPWA's system. High Valley 1- the rehab. Of the existing well is completed. The only thing pending is the new production meter and replacing 6 feet of piping inside the building, which has been ordered. High Valley 2- documents have been submitted to NMED-CPB for approval. The project includes design and construction of a new well and new well house and the connection to the Vista Del Ray Mutual Domestic system. Stern Drive Project- has been completed and had some funding left. Those funds will be used to survey additional area to get more topo for additional water line installations in the future. Ms. Nichols got a call from DAC about the property we are trying to purchase for the East Mesa Project to give us more space at the 3 sisters tank site. JR from DAC said they finished the work on the lot split there, but said the property taxes had not been paid yet. Ms. Nichols believes taxes have been paid but will have to check in to it. East Mesa Project - DB Stephens & Assoc. has been in contact with Bohannon Huston about sharing information regarding the Water Master Plan. She would like to see communication between Souder Miller and DB Stephens & Assoc. to also share information in order to move forward the water planning effort. Mr. Lopez gave the board additional updates – Mr. Schroder has been working on getting all customer files scanned so staff can access those documents as needed. He is working on upgrading our fire wall, which will cause some down time next week. We are also working with Carl at RCAC on getting an assessment on Cyber Security.

VIII. Unfinished Business

A. Appointment of Directors for Districts 2 & 6 - Postponed

IX. New Business

A. Termination of Membership for Delinquent Accounts: Mr. Lopez said the customers on this list have gone thru the collections process and membership needs to be terminated. Mr. Magallanez made the motion to terminate membership for the customers on the list. Mr. F Smith seconded the motion, the motion passed with all in favor.

B. Motion to adopt Resolution FY2021-11 Adopting FY2020 1st Quarter Budget: Mrs. Holguin said this item is the quarterly budget which needs to be submitted on a quarterly basis. Mr. Magallanez made the motion to adopt Resolution FY2021-11 adopting 1st quarter budget. Mr. F Smith seconded the motion, the motion passed with all in favor.

C. Motion to authorize using General funds to cover additional cost over & above the remaining 09 SAP-E4037 GFR funds for the purchase of a second Excavator: We were awarded funding last year to purchase an excavator and other items. Initially we wanted to purchase any implements that could be used with the excavator, but there weren't any. So, we thought we could use the extra money to possibly purchase an additional excavator. In the mean time the vendor we purchase the first excavator was not awarded the state contract. The new vendor's prices are higher so we would need to use money from our general fund to purchase the second excavator. Mr. Magallanez made the motion to authorize the use of General funds to cover additional costs over the remaining funds. Mr. F Smith seconded the motion, the motion passed with all in favor.

- D. General Manager Annual Evaluation:** Mrs. Holguin would like the board to please complete the evaluation form and forward it to her. Then a closed session to discuss the evaluation.
- E. Motion to approve the Contract Award for Mesquite Wetlands Closure Project per Engineer's recommendation to Caliper Construction:** Mrs. Gomez referenced the Award Recommendation letter included in the board packet, which shows that Caliper Construction Inc. was the engineer's recommendation for award of the Mesquite Wetlands Closure Project. Mrs. Gomez contacted Caliper Construction because of the substantially lower cost of the earth work. Caliper Construction verified the cost as true and said that the lower cost was because they are not sub-contracting it out plus they specialize in earth work. Mr. Furman made the motion to approve the contract award to Caliper Construction. Mr. Evaro seconded the motion, the motion passed with all in favor.
- F. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7-threatened or pending litigation and NMSA 1978 10-15-1 H.8 regarding the acquisition of real property or water rights.** Mr. Magallanez made the motion to convene to closed session. Mr. Evaro seconded the motion, the motion passed with all in favor.
- i. **Roll Call Vote:** District #1 (Mr. P. Smith) **_yes**, #2 (Vacant), #3 (Mr. Evaro) **_yes**, #4 (Mrs. Holguin) **_yes**, #5 (Mr. Magallanez) **_yes**, #6 (Vacant), #7(Mr. Smith) **_yes**
 - ii. **Motion to reconvene in open session:** Mr. Magallanez made the motion to reconvene to open session. Mr. Evaro seconded the motion, the motion passed with all in favor.
 - iii. Statement by the Chair: ***The matters discussed in the closed meeting were limited only to those specified in the motion for closure.*** Mrs. Holguin stated that eh matters discussed in the closed meeting were limited only to those specified in the motion for closure.
 - iv. **Motion, if any related to closed session matters:** No action needed as a result from the closed session.
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, November 18, 2020 at the La Mesa Office.**
- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate:** No new training certificates
 - B. **Directors should turn in Board of Directors Manuals so staff can update them**
 - C. **Staff Years of Service Recognition – 13 employees**
 - D. **Audit Approval (Audit is due by December 15th)**
 - E. **Closed session for November for General Manager evaluation**
- XI. Motion to Adjourn:** Mr. F Smith made the motion to adjourn the board meeting at 10:46 a.m. Mr. P Smith seconded the motion, the motion passed with all in favor.

These minutes will be presented to the board for approval on the 18st Day of November, 2020 board meeting:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LRGPWWA
Manager's Report
November 18, 2020

- LRG 4364 (Valle Del Rio) have been approved by NMOSE for beneficial use extension-set to expire in October 2020
- DAC provided a notice of consideration of Ordinance for proposed Industrial Revenue Bonds-No impact to LRGPWWA
- In process of paying off a NMFA water loan for the Jacquez Road project (≈\$9K)
- Hired another employee for Operation (labor position)
- Finally received all the government plates for the new trucks from the State

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 11/18/20**

LRG-11-02.2 – Mesquite-Brazito Sewer Project – Bohannon Huston, Inc. & File Construction – Construction – NMFA PG/SAP funded Planning, \$30k 2014 SAP, \$540,608 2014 CITF (10% Loan), USDA-RD Loan \$357,000 @ 3.250%, Grant \$1,194,919, Colonia’s Grants of \$6,356,474 & \$119,407 –17th Contractor’s pay application has been submitted. 184 new customers were connected. Partial substantial completion has been issued, and final Change Order has been issued. Second appraisal was completed for the Lopez property, and final judgment is pending.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design Stage – USDA-RD LOC \$15,030,780 –24th Request for Funds from RCAC bridge loan is pending. One easement is pending, Josh is taking care of it. Motion for default judgment will be filed on 11/13/20 unless the owner responds to the suit. USDA-RD is ready to issue closing instructions once the final LOC documents are submitted.

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, and loan commitment has been extended. 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, closing instructions have been requested from OGC, and all LOC items have been submitted.

LRG-17-01 – Water Master Plan – BHI - WTB #252/CDBG 19-C-NR-I-06-G-100: Second draw has been completed, third is in process.

LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,285,619: Wilson & Co. has submitted revised contract documents and response to NMED-CPB comments, and another review letter was received on 11/5/20 and response submitted 11/13/20. Resolution of the NM DOT permit issue and the county review issue are 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: Partial substantial completion walk through was held 10/15/20. Change order for booster station work is in preparation.

LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG, 4915-CIF – Design – Contract documents were approved by NMED-CPB on 9/21/20. Land purchase is being finalized. Amendment to Engineering Agreement was submitted to NMED-CPB for approval on 11/16/20. Project Interest Form has been submitted to NMED-DWB for DWSRLF funding, and required documents have been submitted. After DWB review, we will begin the NMFA application process.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18, 4915-CIF – Design & Construction – Souder, Miller & Assoc. – Time extension was approved by the Colonia’s Infrastructure Board. Project is complete except for installation of new production meter which has not yet been received. Pay app has not yet been received.

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. – 90% design documents have been submitted to NMED-CPB for approval.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP –SMA Engineering Services Agreement Amendment #7 for extension of time is pending revision and resubmittal to NMED-CPB. Operations Dept. is reviewing 90% contract documents.

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: Notice of Award has been issued to Caliper Construction. BHI is assembling contract documents.

Other projects:

Infrastructure Capital Improvements Plan 2022-2026: ICIP is final, has been submitted to NM DFA, corrected, and approved. Final document is posted on the Projects & Planning page at our website.

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 was sent out for shredding in the past month.

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

Training – I attended RCAC Rate Setting webinar on 10/20/20. Patty attended RCAC/LRGPWWA Rate Work Session, Water System Basics and the Evolution of Pressure Monitoring to Benefit Drinking Water Utilities, RCAC Cyber Security Assessment.

As Needed Engineering Services - Currently we have two active Task Orders: Souder, Miller & Associates for two NM DOT permits for new services and Cobb-Fendly for one NM DOT permit for a new service connect. One additional Task Order is pending with Cobb-Fendly for a second NM DOT permit.

Collection & Lien Procedures - 279 first notifications, 250 certified letters have been sent and 98 liens have been filed to date. 38 liens have been released following payment in full of the account.

Water Audits –Water audit results for 2019 have been reported to NMED.

Rate Study – Work session with Karl Pennock of RCAC was held last month.

Cyber Security Assessment – Work session notes were provided by RCAC on 11/2/20, follow-up meeting to be scheduled.

Lower Rio Grande PWWA

Operators Report

November 18 , 2020

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of October, we were issued 266 work and service orders, most were register change outs.
- For the month of September, we were issued 288 work and service orders.
- For the month of September, we installed 4 new water service connections in the South Valley.
- We had 2 main line break at Alto De Las Flores due to the contractors hitting the main lines.
- We had no main or service line breaks at the East Mesa.
- We had no main or service line breaks at Talavera MDWCA.
- We had Two Main and service line breaks in South valley area.
- Alto de Las Flores construction Project is in full swing, almost all main lines are installed and the new water tank has been erected.
- Arroyo well is now down, I just received the OK to proceed pulling the well.

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

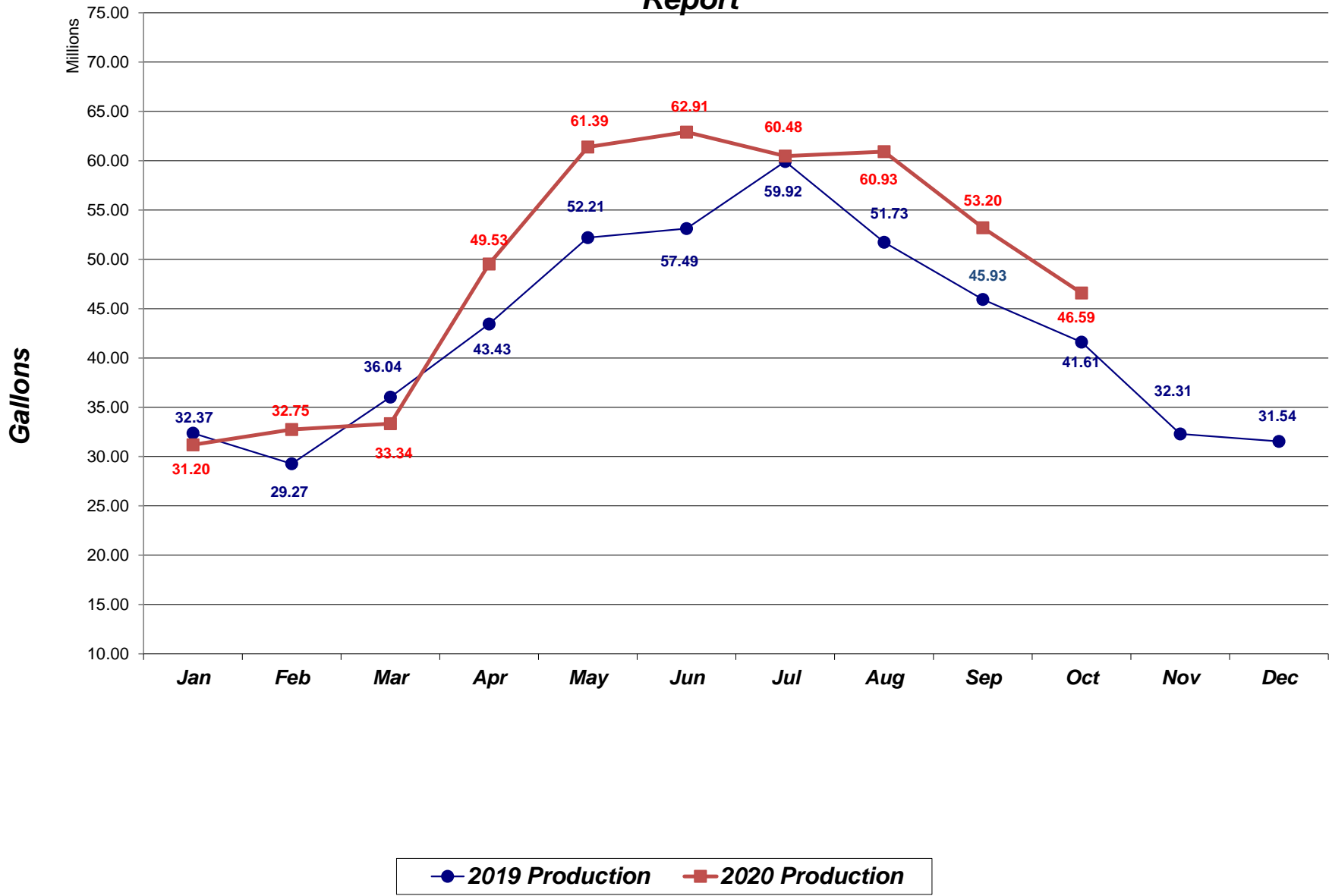
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

Mesquite and Organ Sewer Reports. The Organ and the Mesquite Wastewater reports are due on January 1st, 2021

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 2021 Period Ending: 10/31/2020

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue				
40000 - Operating Revenue	2,990,000.00	302,641.30	1,279,846.18	1,710,153.82
40002 - Installation Fees	105,000.00	21,269.01	51,082.95	53,917.05
40003 - Activation & Connection Fees-Water	5,000.00	350.00	900.00	4,100.00
40005 - Backflow Testing	7,000.00	1,525.00	5,150.00	1,850.00
40006 - Tampering Fee/Line Breaks	0.00	500.00	562.40	-562.40
40007 - Delinquency Fee	50,000.00	8,450.00	35,900.00	14,100.00
40008 - Penalties-Water	50,000.00	10,205.72	39,031.33	10,968.67
40009 - Membership Fees	5,000.00	1,100.00	3,050.00	1,950.00
40010 - Impact Fees	40,000.00	109,092.71	129,119.03	-89,119.03
40011 - Returned Check Fees	0.00	35.00	115.00	-115.00
40012 - Credit Card Fees	8,000.00	1,122.00	4,502.00	3,498.00
40013 - Miscellaneous Revenue	0.00	35.00	105.00	-105.00
40015 - Penalties-Sewer	4,500.00	451.89	2,089.73	2,410.27
40016 - Meter Test Fee	0.00	-15.00	-30.00	30.00
40017 - Hydrant Meter Rental Fee	5,000.00	0.00	500.00	4,500.00
40019 - DAC Trash Coupons	1,000.00	68.00	366.00	634.00
40020 - Miscellaneous Revenue-Sewer	2,500.00	60.83	2,174.45	325.55
45000 - Tower Rent	5,000.00	500.00	2,000.00	3,000.00
45001 - Billing Adjustments-Water	0.00	-60.09	-599.12	599.12
45005 - Fiscal Agent Fees	50,000.00	7,244.75	21,263.02	28,736.98
45010 - Interest	0.00	21.47	86.57	-86.57
45015 - Copy/Fax	0.00	5.25	38.50	-38.50
45020 - Other Income	45,000.00	2,819.04	4,297.09	40,702.91
45022 - Annual Farm Rental	5,000.00	0.00	0.00	5,000.00
45025 - Contract Services	40,000.00	4,197.40	15,309.60	24,690.40
45030 - Transfers In	0.00	0.00	56,290.00	-56,290.00
49000 - Recovered Bad Debts	0.00	650.00	1,250.00	-1,250.00
Revenue Total:	3,418,000.00	472,269.28	1,654,399.73	1,763,600.27
Expense				
60001 - Transfers to Reserves	0.00	10,000.00	40,000.00	-40,000.00
60005 - Accounting Fees	500.00	0.00	0.00	500.00
60010 - Audit	14,000.00	0.00	0.00	14,000.00
60020 - Bank Service Charges	15,000.00	2,396.31	10,234.92	4,765.08
60025 - Cash Short/Over	500.00	100.97	182.13	317.87
60026 - Computer Hardware	10,000.00	0.00	3,962.45	6,037.55
60030 - Dues and Subscriptions	3,000.00	802.17	3,823.04	-823.04
60035 - Engineering Fees	10,000.00	0.00	1,967.80	8,032.20
60045 - Late Fees	1,000.00	0.00	39.54	960.46
60050 - Legal Fees	5,000.00	43.33	1,540.21	3,459.79
60055 - Legal Notices	2,500.00	0.00	0.00	2,500.00
60060 - Licenses & Fees	6,000.00	125.00	1,963.00	4,037.00
60065 - Meals	2,500.00	0.00	17.93	2,482.07

60075 - Permit Fees	1,500.00	0.00	25.00	1,475.00
60080 - Postage	3,000.00	205.36	441.68	2,558.32
60090 - Professional Fees-Other	10,000.00	0.00	23,766.14	-13,766.14
60100 - Project Development	0.00	5,264.55	19,508.70	-19,508.70
60120 - Retirement Account Fees	6,500.00	1,381.86	3,324.05	3,175.95
60125 - Easements & Leases	10,000.00	0.00	0.00	10,000.00
60130 - Training	5,000.00	0.00	560.00	4,440.00
60140 - Travel:Airfare Per Diem	3,000.00	0.00	0.00	3,000.00
60150 - Travel:Lodging Per Diem	4,000.00	0.00	0.00	4,000.00
60155 - Travel:Meals Per Diem	2,000.00	0.00	0.00	2,000.00
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	0.00	1,500.00
60165 - Travel:Vehicle Rental Per Diem	1,000.00	0.00	0.00	1,000.00
60600 - Debit Service	148,000.00	9,954.38	142,095.28	5,904.72
60625 - Interest paid to NMED	14,000.00	0.00	0.00	14,000.00
60650 - Interest paid to NMFA	37,000.00	453.22	7,211.11	29,788.89
60675 - Interest paid to USDA	125,000.00	11,596.26	46,385.04	78,614.96
63000 - Regular Pay	1,120,000.00	78,720.90	355,894.84	764,105.16
63001 - Overtime	54,500.00	3,438.01	13,036.91	41,463.09
63006 - Holiday Pay	56,500.00	4,677.88	14,569.23	41,930.77
63007 - Sick Pay	50,000.00	4,489.75	21,317.53	28,682.47
63008 - Annual Leave Pay	118,000.00	5,399.99	25,563.38	92,436.62
63010 - 401K 10% Company Contribution	5,000.00	0.00	0.00	5,000.00
63020 - 401K Employee Contribution	2,000.00	0.00	0.00	2,000.00
63040 - Administrative Labor	5,000.00	0.00	0.00	5,000.00
63060 - Contract Labor	0.00	649.88	649.88	-649.88
63070 - Employee Benefits-401K Contrib	168,500.00	2,724.84	12,033.96	156,466.04
63100 - Insurance-Dental	12,500.00	1,096.84	4,199.92	8,300.08
63110 - Insurance-Health	250,000.00	22,770.76	87,819.54	162,180.46
63115 - Salaries: Insurance - Work Comp	15,000.00	1,535.00	4,405.00	10,595.00
63125 - Insurance: Life & Disability	12,500.00	0.09	109.14	12,390.86
63130 - Mileage	1,500.00	0.00	0.00	1,500.00
63135 - Drug Testing	500.00	120.00	120.00	380.00
63160 - Payroll Taxes-Medicare	20,500.00	1,402.55	6,240.57	14,259.43
63170 - Payroll Taxes-Social Security	80,500.00	5,997.05	26,683.70	53,816.30
63195 - Taxes, Liability, Insurance: Cobra Fee	0.00	225.00	225.00	-225.00
63200 - Vision Insurance	4,000.00	332.70	1,297.80	2,702.20
64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	0.00	16,054.80	33,945.20
64200 - Sewer:Electricity-Sewer	9,000.00	1,222.78	6,266.51	2,733.49
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	1,953.65	5,245.79	4,754.21
64500 - Sewer:Supplies & Materials	28,500.00	0.00	45.87	28,454.13
65010 - Automobile Repairs & Maint.	30,000.00	9,466.45	25,033.71	4,966.29
65230 - Computer Maintenance	70,000.00	3,226.78	36,738.59	33,261.41
65240 - Equipment Rental	2,500.00	320.06	320.06	2,179.94
65250 - Fuel	60,000.00	6,321.03	15,240.35	44,759.65
65255 - GPS Insights Charges	7,000.00	553.55	2,795.94	4,204.06
65260 - Kitchen & Cleaning Supplies	1,000.00	0.00	0.00	1,000.00
65270 - Lab Chemicals-Water	5,000.00	0.00	259.95	4,740.05
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	20,000.00	0.00	0.00	20,000.00
65280 - Lab Chemicals-Water:Chemicals	35,000.00	3,485.50	16,513.60	18,486.40
65300 - Locates	2,500.00	0.00	0.00	2,500.00
65310 - Maint. & Repairs-Infrastructure	65,000.00	65,477.44	79,494.73	-14,494.73
65320 - Maint. & Repairs-Office	12,500.00	0.00	6,146.20	6,353.80
65330 - Maintenance & Repairs-Other	16,500.00	8,522.34	22,171.62	-5,671.62
65340 - Materials & Supplies	50,000.00	4,219.26	17,040.23	32,959.77
65345 - Non Inventory-Consumables	50,000.00	1,177.79	18,552.61	31,447.39
65350 - Office Supplies	10,000.00	2,245.83	4,903.80	5,096.20
65360 - Printing and Copying	47,500.00	3,905.82	15,570.24	31,929.76
65370 - Tool Furniture	10,000.00	5,151.55	8,821.12	1,178.88
65390 - Uniforms-Employee	15,000.00	1,280.38	3,215.45	11,784.55
65490 - Cell Phone	20,000.00	2,222.04	6,977.38	13,022.62
65500 - Electricity-Lighting	6,000.00	449.48	2,104.65	3,895.35
65510 - Electricity-Offices	15,000.00	1,255.72	5,916.93	9,083.07
65520 - Electricity-Wells	200,000.00	20,073.23	83,799.19	116,200.81
65530 - Garbage Service	3,000.00	219.58	878.32	2,121.68
65540 - Natural Gas	3,000.00	457.08	835.39	2,164.61
65550 - Security/Alarm	5,000.00	0.00	662.87	4,337.13
65560 - Telephone	20,000.00	1,590.44	6,161.51	13,838.49
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	190.06	755.50	1,244.50
66200 - Insurance-General Liability	90,000.00	23,818.01	42,582.01	47,417.99
66700 - Water Conservation Fee	15,000.00	1,595.89	7,125.38	7,874.62
Expense Total:	3,418,000.00	336,306.39	1,299,444.72	2,118,555.28
Total Surplus (Deficit):	0.00	135,962.89	354,955.01	-354,955.01



LOWER RIO GRANDE
Public Water Works Authority



*Happy 10th Anniversary to LRGPWWA
&
14 of its original Employees!*

Martin G. Lopez – General Manager



Martin was the first to be hired by LRGPWWA and came from the Mesquite MDWC & MSWA

Karen F. Nichols – Projects Manager



Karen came to LRGPW
from the Desert Sands MDWCA

Kathi Jackson – Finance Manager



Kathi was an at-large employee hire

Michael P. Lopez – Operations Manager



Mike also came from Mesquite MDWC & MSWA

Christina Gallegos – Customer Service/Billing Specialist



Christina came on board from the Mesquite MDWC & MSWA

Connie Garcilazo – Human Resources/Payroll Specialist



Connie came on board from the Berino MDWC & MSWA

Miguel Ortega – Water Operator



Miguel came on board from the
Berino MDWC & MSWA

Angelica Meza – Projects Specialist



Angie came on board from the Mesquite MDWC & MSWA

Ramon Morales – Distribution/Collections Crew Leader



Ramon came on board from the
Berino MDWC & MSWA

Yessenia Carrillo – Billing/Collections Clerk



Yessenia came on board from the Berino MDWC & MSWA

Jose J Lopez – Well/Pump/Treatment Technician



Jose came on board from the Berino MDWC & MSWA

Terry Valois – Billing/Collections Clerk



Terry came on board from the Berino MDWC & MSWA

Javier C Gutierrez – Treatment/Production Leader



JJ came on board from the Mesquite MDWC & MSWA

Benita E. Evaro – Procurement/Accounts Payable Specialist



Benita came on board from the
La Mesa MDWCA

