



Date: December 09, 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	
Marty Howell	Souder Miller & Associates	575-647-0799	
Joe Evaro	LRG-Board Director	575-618-0182	
Tyler Hopkins	Bohannon Huston	575-532-2670	
Lilla Reid	Souder Miller & Associates	575-647-0799	

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, December 9, 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 9:30 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 absent, 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, Accounting Assistant John Schroder, Operations Manager Mike Lopez. Guests present were Marty Howell & Lilla Reid from Souder Miller & Associates and Tyler Hopkins from Bohannon Huston.
- 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. Evaro seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the November 18, 2020 Regular Board Meeting:** Mr. F Smith made the motion to approve the minutes of the November 18, 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. Due to the Pandemic, he decided to close the Berino Office for the lack of customer traffic. Most customers are calling in or using the on-line payment method or drop box. Unfortunately, he had to lay off the part-time billing/collections clerk. A well tech trainee resigned his position and we hired an operations trainee. We did not do disconnections during the state shut-down, instead we gave customers (delinquent accounts) a 5-day grace period to make payment arrangements. Disconnections started on December 1st for customers that did not make payment arrangements, most did make arrangements. We probably will have limited operations on December 24th and 31st due to staff using their leave.

- B. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project I- the final walk-thru is set for 11:00 a.m. today right after the board meeting. Sewer Project II- we have obtained the final easement and Bohannon Huston is finishing up the right of way map. They will deliver the las few documents needed to RD, before we get the closing documents and go to bid. South Valley Water Supply Project in Berino- we are waiting for closing instructions from RD they were submitted in early September. High Valley Water System Project is basically completed. We received the first pay app and will be receiving a second one. East Mesa Project – a Project Interest Form was submitted to NMED-DWB for DWSRLF funding. After we get thru the process with the Environment Department, we will begin the NMFA application process. We will be submitting at least one Capital Outlay request. We understand from Marty that the Capital Outlay form is finally on the website. The form was updated it has a very little opportunity for editing and no place to input our legislator’s names, which will make it challenging for users. Ms. Nichols introduced Tyler Hopkins with Bohannon Huston to give us an update on their projects. Mr. Hopkins said Mesquite-Brazito Sewer Project I a walk thru was done, and the punch list is completed. We will be reviewing the additional work from the project extension. Should be able to finish it out in the next month. Mesquite-Brazito Project II- finishing up the right of way map and submit it to UDSA and start construction very soon. Wetlands Closure Project – is starting and should be finished pretty quickly. Ms. Nichols said Lilla Reid and Marty Howell from Souder Miller were at the meeting and would like them to give an update on the projects they are working on. Mr. Howell – The final walk-thru was done for High Valley well rehab. Project everything was address and should be wrapped up fairly soon. Valle Del Rio Project- The initial scope of work is done. There was some funding left over which will be used for El Paso Electric to pull 3-phase to the pump site. He will meet with El Paso Electric and the contractor tomorrow to lay out some boring under Highway 28 and should have costs and change orders to Mr. Lopez and Ms. Nichols in the next couple of days.
- C. Operations:** Mr. Lopez provided a written report and stood for questions. He is waiting on State Wide to pull the old Arroyo well. We pumped the same amount of water in November this year as we did same time last year.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues were \$297,568.99 and expensed were \$255,646.06 with an ending balance of \$41,000.00. On line 60025 Cash short/over in the expenses the credit in that line is due to a customer’s credit card payment then reversal it will taking some time to clear up but it will be cleared up. A correction is needed the figure in item# 60165 needs to be moved to 60600. A corrected statement will be provided after the board meeting.

VIII. Unfinished Business

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

IX. New Business

- A. Motion to approve LRGPWVA FY-2020 Audit: postponed for next meeting**

B. Motion to Authorize Cost of Living and/or Merit pay increase for staff: Mr. Lopez at this time of year we look at our finances, last year approved a 5% increase for cost of living and/or merit pay increase. If a higher increase is suggested over the 5%, we could do it. Ms. Jackson has set aside more than 5% and can afford between 5% - 10% if needed. Mrs. Holguin suggested the increase of cost of living and/or merit pay increase be 7%. Mr. Evaro made the motion to increase pay to staff by 7% for cost of living and/or merit pay. Mr. P. Smith 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, January 20, 2020 at the Vado Office.

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

B. Motion to approve LRGPWWA FY-2020 Audit

XI. Motion to Adjourn: Mr. Evaro made the motion to adjourn the board meeting at 9:56 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 20th Day of January, 2021 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, December 9, 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 LRGPWVA 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 November 18, 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. Motion to approve LRGPWVA FY-2020 Audit
 - B. Motion to Authorize Cost of Living and/or Merit pay increase for staff
- X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, January 20, 2020 at the Vado 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—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 LRGPWVA 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 LRGPWVA. 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

LRGPWWA
Manager's Report
December 9, 2020

- Due to the Pandemic, I have decided to close the Berino Office for the lack of customer traffic. Most are calling in or using the on-line payment method or drop box. Unfortunately, we laid off the part-time billing/collections clerk.
- A well tech trainee resigned his position.
- Hired an operations trainee.
- I authorized the extension of the November 25th due date until November 30th due to Governor's shelter-in-place order.
- Also due to the order we did not disconnect for delinquency, but provide door knob hanger notices indicating customers had 5 business day to make payment arrangement. No fees or penalties were waived. Also notices included information to organization providing utility payment assistance.
- Disconnections commenced on December 1st for customers not establishing agreement.
- Limited operations on December 24th and 31st due to staff leave

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 12/09/20**

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 –18th Contractor's pay application is in process. 185 new customers were connected. Partial substantial completion has been issued, and final Change Order has been issued. Final walk-thru is set for 11:00 today. 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 has been processed. Default judgment has been issued for the final easement. USDA-RD will request 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: Third draw on funding has been submitted.

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 though was held 10/15/20. Change Order #2 adjusting quantities is pending, and Change Order #3 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, but 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. – NMED-DWB Certificate of Project Approval and NMED-CPB comments on 90% design were received 11/17/20.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP –SMA Engineering Services Agreement Amendment #7 and contract documents have been approved by NMED-CPB.

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 to Proceed has been issued to Caliper Construction, project is underway.

Other projects:

NM 2021 Legislature: We have two new senators (Sen. Hamblen & Sen. Diamond) and one of our Representatives is in a mandatory recount. Session starts January 19th, and will be 60 days. I'll start reporting on bills once the pre-file period begins.

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.

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

Training – I attended RCAC Rate Setting webinar on 11/20/20. Patty attended Capital Outlay Training 11/30 and Preparing for a Sanitary Survey 12/07.

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 - 217 first notifications, 125 certified letters have been sent and 83 liens have been filed to date. 14 liens have been released following payment in full of the account.

Water Audits –Will begin scheduling water audits for 2020 next month.

Rate Study – Met with Karl Pennock of RCAC yesterday to review projects.

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

December 9, 2020

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of November, we were issued 357 work and service orders, most were register change outs.
- For the month of October, we were issued 266 work and service orders.
- For the month of September, we installed 5 new water service connections in the South Valley.
- We had 1 main line break at Alto De Las Flores.
- 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 three Main and service line breaks in South valley area.
- Alto de Las Flores construction is getting close to a final completion all that is left for the most part is the booster station.
- Arroyo well is now down, I just received the OK to proceed pulling the well and state wide is working us into their schedule.

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

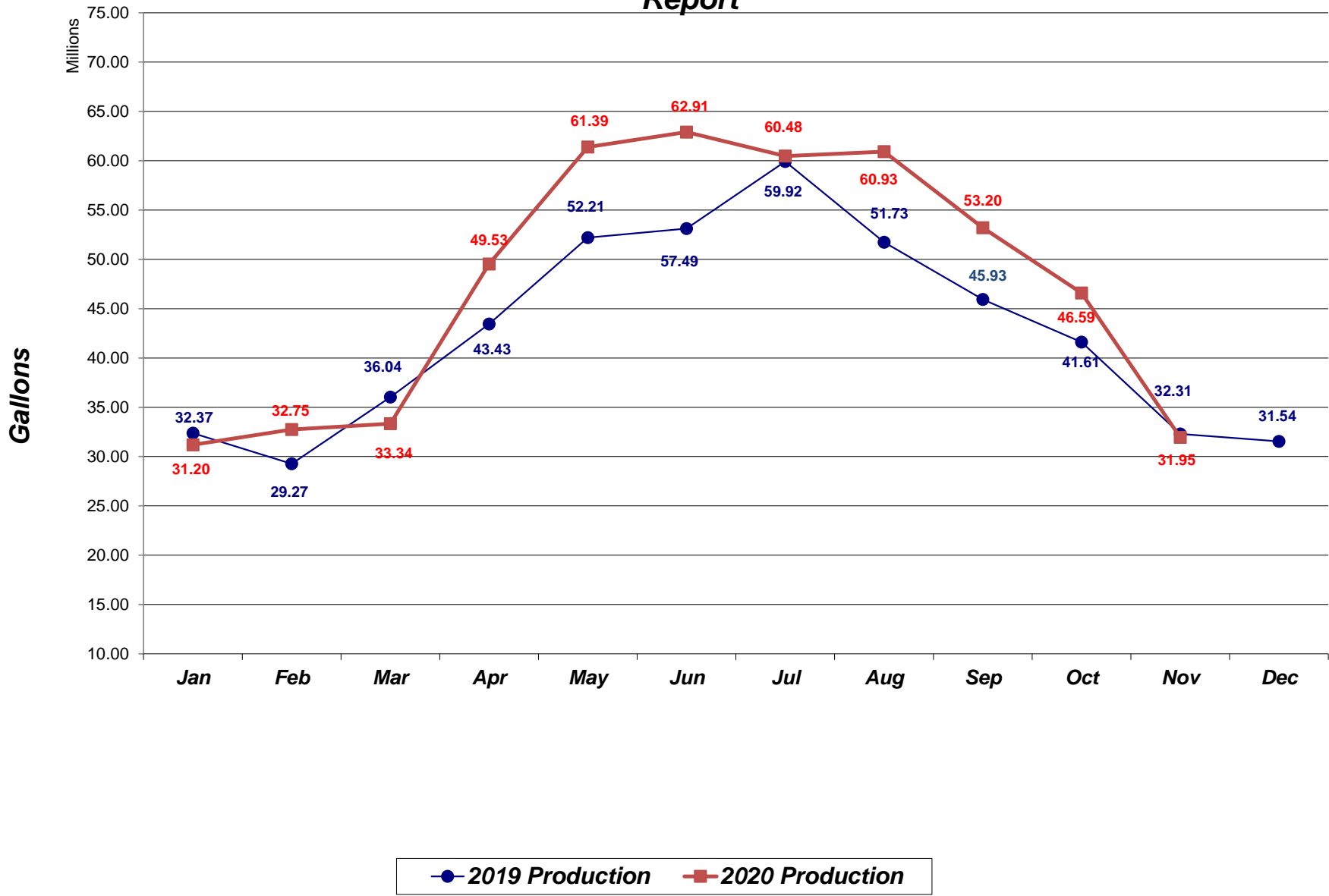
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

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: 11/30/2020

		Current			Budget
AcctNumber		Total Budget	MTD Activity	YTD Activity	Remaining
Revenue					
40000 - Operating Revenue		2,990,000.00	260,694.47	1,540,540.65	1,449,459.35
40002 - Installation Fees		105,000.00	1,600.00	52,682.95	52,317.05
40003 - Activation & Connection Fees-Water		5,000.00	350.00	1,250.00	3,750.00
40005 - Backflow Testing		7,000.00	425.00	5,575.00	1,425.00
40006 - Tampering Fee/Line Breaks		0.00	0.00	562.40	-562.40
40007 - Delinquency Fee		50,000.00	10,550.00	46,400.00	3,600.00
40008 - Penalties-Water		50,000.00	6,998.90	44,548.27	5,451.73
40009 - Membership Fees		5,000.00	500.00	3,550.00	1,450.00
40010 - Impact Fees		40,000.00	2,576.04	131,695.07	-91,695.07
40011 - Returned Check Fees		0.00	0.00	115.00	-115.00
40012 - Credit Card Fees		8,000.00	1,194.00	5,696.00	2,304.00
40013 - Miscellaneous Revenue		0.00	15.00	120.00	-120.00
40015 - Penalties-Sewer		4,500.00	414.37	2,504.10	1,995.90
40016 - Meter Test Fee		0.00	0.00	-30.00	30.00
40017 - Hydrant Meter Rental Fee		5,000.00	500.00	1,000.00	4,000.00
40019 - DAC Trash Coupons		1,000.00	60.00	426.00	574.00
40020 - Miscellaneous Revenue-Sewer		2,500.00	60.83	2,235.28	264.72
45000 - Tower Rent		5,000.00	500.00	2,500.00	2,500.00
45001 - Billing Adjustments-Water		0.00	-810.53	-1,409.65	1,409.65
45005 - Fiscal Agent Fees		50,000.00	4,571.24	25,834.26	24,165.74
45010 - Interest		0.00	22.85	109.42	-109.42
45015 - Copy/Fax		0.00	17.00	55.50	-55.50
45020 - Other Income		45,000.00	2,310.36	6,607.45	38,392.55
45022 - Annual Farm Rental		5,000.00	0.00	0.00	5,000.00
45025 - Contract Services		40,000.00	5,019.46	20,329.06	19,670.94
45030 - Transfers In		0.00	0.00	56,290.00	-56,290.00
49000 - Recovered Bad Debts		0.00	0.00	1,200.00	-1,200.00
Revenue Total:		3,418,000.00	297,568.99	1,950,386.76	1,467,613.24
Expense					
60001 - Transfers to Reserves		0.00	10,000.00	50,000.00	-50,000.00
60005 - Accounting Fees		500.00	0.00	0.00	500.00
60010 - Audit		14,000.00	9,356.13	9,356.13	4,643.87
60020 - Bank Service Charges		15,000.00	2,725.66	12,960.58	2,039.42
60025 - Cash Short/Over		500.00	-9,902.48	-9,720.35	10,220.35
60026 - Computer Hardware		10,000.00	2,059.22	6,021.67	3,978.33
60030 - Dues and Subscriptions		3,000.00	420.00	4,243.04	-1,243.04
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	975.98	2,516.19	2,483.81

60055 - Legal Notices	2,500.00	0.00	0.00	2,500.00
60060 - Licenses & Fees	6,000.00	3,462.59	5,425.59	574.41
60065 - Meals	2,500.00	0.00	17.93	2,482.07
60075 - Permit Fees	1,500.00	800.00	825.00	675.00
60080 - Postage	3,000.00	241.56	683.24	2,316.76
60090 - Professional Fees-Other	10,000.00	0.00	23,766.14	-13,766.14
60100 - Project Development	0.00	0.00	19,508.70	-19,508.70
60120 - Retirement Account Fees	6,500.00	0.00	3,324.05	3,175.95
60125 - Easements & Leases	10,000.00	0.00	0.00	10,000.00
60130 - Training	5,000.00	618.54	1,178.54	3,821.46
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	28,001.21	170,096.49	-22,096.49
60625 - Interest paid to NMED	14,000.00	0.00	0.00	14,000.00
60650 - Interest paid to NMFA	37,000.00	4,168.05	11,379.16	25,620.84
60675 - Interest paid to USDA	125,000.00	11,596.26	57,981.30	67,018.70
63000 - Regular Pay	1,120,000.00	76,028.09	431,922.93	688,077.07
63001 - Overtime	54,500.00	1,816.65	14,853.56	39,646.44
63006 - Holiday Pay	56,500.00	5,128.44	19,697.67	36,802.33
63007 - Sick Pay	50,000.00	3,946.99	25,264.52	24,735.48
63008 - Annual Leave Pay	118,000.00	9,022.37	34,585.75	83,414.25
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	0.00	649.88	-649.88
63070 - Employee Benefits-401K Contrib	168,500.00	2,723.14	14,757.10	153,742.90
63100 - Insurance-Dental	12,500.00	1,096.96	5,296.88	7,203.12
63110 - Insurance-Health	250,000.00	19,231.65	107,051.19	142,948.81
63115 - Salaries: Insurance - Work Comp	15,000.00	1,382.00	5,787.00	9,213.00
63125 - Insurance: Life & Disability	12,500.00	0.09	109.23	12,390.77
63130 - Mileage	1,500.00	0.00	0.00	1,500.00
63135 - Drug Testing	500.00	150.00	270.00	230.00
63160 - Payroll Taxes-Medicare	20,500.00	1,391.20	7,631.77	12,868.23
63170 - Payroll Taxes-Social Security	80,500.00	5,948.41	32,632.11	47,867.89
63195 - Taxes, Liability, Insurance: Cobra Fee	0.00	75.00	300.00	-300.00
63200 - Vision Insurance	4,000.00	332.70	1,630.50	2,369.50
64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	6,493.07	22,547.87	27,452.13
64200 - Sewer:Electricity-Sewer	9,000.00	1,242.79	7,509.30	1,490.70
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	668.45	5,914.24	4,085.76
64500 - Sewer:Supplies & Materials	28,500.00	0.00	45.87	28,454.13
64501 - Pre Paid Tank Site Lease	0.00	1,250.00	1,250.00	-1,250.00
65010 - Automobile Repairs & Maint.	30,000.00	4,901.48	29,935.19	64.81
65230 - Computer Maintenance	70,000.00	3,889.32	40,627.91	29,372.09
65240 - Equipment Rental	2,500.00	0.00	320.06	2,179.94

65250 - Fuel	60,000.00	6,998.82	22,239.17	37,760.83
65255 - GPS Insights Charges	7,000.00	553.55	3,349.49	3,650.51
65260 - Kitchen & Cleaning Supplies	1,000.00	0.00	0.00	1,000.00
65270 - Lab Chemicals-Water	5,000.00	276.52	536.47	4,463.53
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	845.74	17,359.34	17,640.66
65300 - Locates	2,500.00	0.00	0.00	2,500.00
65310 - Maint. & Repairs-Infrastructure	65,000.00	419.92	79,914.65	-14,914.65
65320 - Maint. & Repairs-Office	12,500.00	0.00	6,146.20	6,353.80
65330 - Maintenance & Repairs-Other	16,500.00	5,694.32	27,865.94	-11,365.94
65340 - Materials & Supplies	50,000.00	920.73	17,960.96	32,039.04
65345 - Non Inventory-Consumables	50,000.00	2,195.24	20,747.85	29,252.15
65350 - Office Supplies	10,000.00	1,733.56	6,637.36	3,362.64
65360 - Printing and Copying	47,500.00	3,820.72	19,390.96	28,109.04
65370 - Tool Furniture	10,000.00	4,534.22	13,355.34	-3,355.34
65390 - Uniforms-Employee	15,000.00	1,362.60	4,578.05	10,421.95
65490 - Cell Phone	20,000.00	2,364.35	9,341.73	10,658.27
65500 - Electricity-Lighting	6,000.00	850.25	2,954.90	3,045.10
65510 - Electricity-Offices	15,000.00	1,490.07	7,407.00	7,593.00
65520 - Electricity-Wells	200,000.00	13,531.65	97,330.84	102,669.16
65530 - Garbage Service	3,000.00	219.58	1,097.90	1,902.10
65540 - Natural Gas	3,000.00	63.29	898.68	2,101.32
65550 - Security/Alarm	5,000.00	0.00	662.87	4,337.13
65560 - Telephone	20,000.00	4,941.57	11,103.08	8,896.92
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	190.06	945.56	1,054.44
66200 - Insurance-General Liability	90,000.00	0.00	42,582.01	47,417.99
66700 - Water Conservation Fee	15,000.00	1,397.78	8,523.16	6,476.84
Expense Total:	3,418,000.00	255,646.06	1,555,090.78	1,862,909.22
Total Surplus (Deficit):	0.00	41,922.93	395,295.98	-395,295.98