



Date: April 21, 2021

Time: 9:45 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	
Paul Smith	LRG- Board Director	505-710-4671	Joined the mtg at 9:50 a.m.
Patricia Charles	LRG- Projects Specialist	575-233-5742 Ext1021	
Esperanza Holguin	LRG- Board Chair	575-644-9543	
Joe Evaro	LRG- Board Director	575-618-0182	
John Schroder	LRG- Accounting Assistant	575-233-5742 Ext1006	
Martin Lopez	LRG- General Manager	575-233-5742 Ext1004	
Henry Magallanez	LRG- Board Director	575-525-9683	
Kathi Jackson	LRG - Finance Manager	575-233-5742 Ext1005	
Josh Smith	LRG - Attorney	575-528-0500	
Marty Howell	Souder, Miller & Associates	575-647-0799	
Lilla Reid	Souder, Miller & Associates	575-647-0799	
Diana Gomez	Bohannon Huston, Inc.	575-532-8670	

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, April 21, 2021 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 9:45 a.m., Mr. P. Smith representing District #1 attended at 9:55 a.m., 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 absent. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manger Kathi Jackson, Accounting Assistant John Schroder and LRGPWVA Attorney Josh Smith. Guests present were Marty Howell and Lilla Reid from Souder, Miller & Associates and Diana Gomez from Bohannon Huston, Inc.
- 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 17, 2021 Regular Board Meeting** – Mr. Magallanez made the motion to approve the minutes, Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations** - none
- VI. **Public Input** - none
- VII. **Managers' Reports**
 - A. **General Manager-** Mr. Lopez provided a written report and stood for questions. There were no questions from the Board of Directors.
 - B. **Operations-** Mr. Mike Lopez was not present at the meeting, but provided a written report. There were no questions from the Board of Directors.
 - C. **Finance-** Ms. Jackson provided a written report and stood for questions. There were no questions from the Board of Directors.
 - D. **Projects-** Ms. Nichols provided a written report and stood for questions. Mrs. Holguin asked if she had any idea when the bidding would start for the Central Office Building. Ms. Nichols said it is

currently out to bid and will open bids on June 10th. The first time this project was out to bid she was informed that companies were very busy and were not able to finish their bids by the deadline.

VIII. Unfinished Business

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

IX. New Business

A. Motion to adopt Resolution #FY2021-17 Adopting & Approving 3rd Quarter Budget Report- Mr. P. Smith made the motion to adopt Resolution #FY2021-17 Adopting & Approving 3rd Quarter Budget Report. Mr. Evaro seconded the motion. Ms. Jackson said, Revenues were right on target and expenditures were a bit over, but this could be corrected with a budget adjustment. The motion passed with all in favor.

B. Motion to adopt Resolution #FY2021-16 Authorizing the Execution of Mortgages to Secure Indebtedness- Mr. Magallanez made the motion to adopt Resolution #FY2021-16 Authorizing the Execution of Mortgages to Secure Indebtedness. Mr. Evaro seconded the motion. Mr. Lopez said he would defer to Ms. Nichols and Mr. Josh Smith, this is related to USDA and our ability to move forward and finalize a couple of our Projects, one being Phase II Sewer Project and Berino Well Project. Ms. Nichols said one of our Projects has been in review since early August 2020. Mr. Josh Smith has been in contact with USDA General Council regarding this matter. They are saying that LRGPWWA does not have authority to mortgage our real property or enter into a promissory note. They suggested we issue a bond, which would prove to be very expensive. Mr. Josh Smith has crafted this resolution in order to cover what their policy says about their issue. She said Mrs. Diana Gomez had a conversation with someone at USDA-RD and she would like to speak about that conversation we could give her a moment after Mr. Josh Smith has talked about the resolution. Mr. Josh Smith said the reason for this resolution is that he has gone thru the Rural Utilities Service Regulations and basically, they are permitted to secure their loans with mortgages and promissory notes if the entity they are dealing with has Governance documents, Statutes, Policies, Ordinances and resolutions to that effect. The LRGPWWA Statutes have a lot of catch all language that allows them to arguably do that. But it specifically spells out the process of issuing revenue bonds, so the Office of General Council has latched on to that and it is not just LRGPWWA that is having this issue, entities all over New Mexico and the Western United States. But by executing this Resolution and adopting this as a policy, he believes LRGPWWA is meeting their criteria to execute mortgages and promissory notes. Ms. Holguin asked if there were any more questions. Mrs. Diana Gomez said she had a conversation with someone at USDA-RD regarding this matter. She believes the approach LRGPWWA is taking in creating this resolution is better than, the solution she was given from USDA-RD. Their answer was to comply with their demands and current interpretation of their policies. Mrs. Gomez said the cost for this is high and was not included in this Project or any other Project, Mrs. Holguin said she believed the cost for this would be about \$32,000.00. After no questions the motion passed with all in favor.

C. Motion to authorize the General Manager and attorney to draft an amendment to the Lower Rio Grande Public Water Works Authority Governance Document to formally authorize its board of directors to execute mortgages to secure indebtedness- Mr. P Smith made the motion to

authorize the General Manager and attorney to draft an amendment to the LRGPDWA Governance Documents to execute mortgages and secure indebtedness, Mr. Magallanez seconded the motion. Mr. Lopez said this authorization is to give Staff authorization to put together the wording needed to amend the Governance Documents. Ms. Nichols and Mr. Josh Smith have already started working on this. One of the next steps is to hold a public hearing for the proposed Governance Document amendment. The motion passed with all in favor.

D. Motion to authorize the General Manager to hold a public hearing for the proposed Governance Document amendment- Mr. Lopez said he would like to hold a Zoom meeting and preferably before the next board meeting. Mr. Evaro made the motion to authorize the General Manager to hold a public hearing for the proposed Governance Document Amendment. Mr. Magallanez 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, May 19, 2021 at the La Mesa Office.

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

B. Districts 3, 4, 5 & 7 expire in 2021, and 2 & 6 are vacant. Election Day is 11/2/21

C. Resolution to adopt Amended Governance Documents

XI. Motion to Adjourn- Mr. Evaro made the motion to adjourn the board meeting at 10:19 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 19th Day of May, 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, April 21, 2021 via Online Zoom Meeting

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- 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 March 17, 2021 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. Operations
 - C. Finance
 - D. Projects
- VIII. Unfinished Business
 - A. Appointment of Directors for Districts 2 & 6 - Postponed
- IX. New Business
 - A. Motion to adopt Resolution #FY2021-17 Adopting & Approving 3rd Quarter Budget Report
 - B. Motion to adopt Resolution #FY2021-16 Authorizing the Execution of Mortgages to Secure Indebtedness
 - C. Motion to authorize the General Manager and attorney to draft an amendment to the Lower Rio Grande Public Water Works Authority Governance Document to formally authorize its board of directors to execute mortgages to secure indebtedness
 - D. Motion to authorize the General Manager to hold a public hearing for the proposed Governance Document amendment

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, May 19, 2021 at the La Mesa Office.

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B. Districts 3, 4, 5 & 7 expire in 2021, and 2 & 6 are vacant. Election Day is 11/2/21

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, March 17, 2021 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 9:35 a.m., Mr. P. Smith representing District #1 was absent, 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 joined the meeting at 9:41 a.m. but lost the connection. Staff members present were General Manger Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Accounting Assistant John Schroder, Operations Manager Mike Lopez. Guest present were Lilla Reid & Marty Howell from Souder, Miller & Associates and Diana Gomez from Bohannon Huston Inc.
- 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 February 17, 2021 Regular Board Meeting** – Mr. Magallanez asked to be given a few minutes to ready the minutes, he had not reviewed them. Once Mr. Magallanez read the minutes, Mr. Evaro made the motion to approve the minutes and Mr. Magallanez seconded the motion. The motion passed with all in favor.
- V. **Presentations-** none
- VI. **Public Input-** none
- VII. **Managers’ Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. FY2021 HIDTA Grant Award was released, LRGPWWA signed the documentation as awardee. Sheriffs Dept. was not able to resolve the altered check fraud. They tracked transaction to a Wells Fargo Branch in El Paso Walmart, but were not able to find the person responsible. We will have a flyer insert in April for the Dona Ana County’s Emergency Rental Assistance Program, which provides assistance with utility payments. Renewed Phone System Maintenance/Technical Support Agreement with Telstar, also renewed the Scanner Agreement with PDS. We continue to partner with RCAC to develop Cyber Security Plan as initiated by EPA. The Disability and Life Insurance Policies have been renewed, there was minimal change to the premiums. There will be a SCCOG meeting on March

26th at 10:00 a.m. via Zoom if anyone is interested in attending. Please contact Patty or Karen for meeting information.

- B. Operations-** Mr. Lopez provided a written report and stood for questions. The Arroyo well be back on line this week. We put the camera down the well, everything looked good. The pump and motor were at the screens they should be above the screens, so the pump and motor were moved 20 feet above the screens. Its running great no sand and great residuals. We sent a sample to the Lab and are waiting for results. Maverick Drilling is scheduled to pull Well #6, we will wait a few days probably this Friday or next Monday we will send the camera down to see what is going on. At the request of Mr. Magallanez, Mr. Lopez provided a Water Production Report including the last 5 years of water usage. Ms. Nichols asked Mr. Lopez if Well #1 was running again. Mr. Lopez said it was not they are back washing the vessels. Something is wrong with the El Paso Electric reading, because back washing the vessels should not use much electricity.
- C. Finance-** Ms. Jackson provided a written report and stood for questions. This report is for the end of February 28, 2021, Revenues were \$271,646.66 and expenses were \$229,628.59 that left us a surplus. We have not received the invoices for the Well repairs yet, which will probably eat up some of the surplus.
- D. Projects-** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project is complete and closed out. This project will no longer be on this report after today. Mesquite-Brazito Project 2 – Ms. Nichols asked Mrs. Gomez she could expect the color-coded map. Mrs. Gomez said it would be submitted within the week. She is waiting on documents from NMDOT. Ms. Nichols had no new information regarding South Valley Water Supply & Treatment Project. Water Master Plan is moving right along. She has received several requests from Bohannon Huston, Inc. for various documents to complete the Report. She asked Mrs. Gomez if she had any idea when the public input meeting would be held. Mrs. Gomez said the target date for completion of draft is April 15, 2021. The public input meeting will follow that date. Central Office Building out to bid, bid opening was rescheduled to 3/24/21 to allow for 30 day bid period. She held the Prebid meeting and found that there were a number of suppliers and subs interested and a few contractors. Valle Del Rio Project – Ms. Nichols asked Mr. Howell if he had a response from the El Paso Electric. We have been on hold waiting on El Paso Electric to extend 3 phase power to the site for booster and generator. Mr. Howell said asked that they locate all utility lines. Contractor confirmed most utility lines and the utility companies have been contacted. East Mesa Water Project we are close to closing out phase I Design. Colonia’s application has been submitted for Phase II. Submitted a project interest form for Phase 1 construction. High Valley Project – close-out documents have been received. Final pay apps have been submitted. She asked Mr. Howell if he has heard from the Driller. Mr. Howell said he is in contact with him and should get something in soon. High Valley Phase II we are waiting for approvals. It will be out to bid as soon as we have authorization. Stern Drive extension Project – Project is complete and Capital Outlay Request has been submitted to extend the line further north by an additional 1850 ft. It looks like it is included in the Capital Outlay, waiting for bill to pass. Also 1.2 million was included in the Capital Outlay for the Office building. S. Valley service area line extension – We requested that SMA provide a proposed Task Order to look at the feasibility, to see where there is interest from potential new customers. Mr. Howell said it was approved by LRG last week, Mr. Reid said she would send it out today. Mesquite Wetlands Closure final walk thru was held 3/11/21 there is

some leftover money to be used for fencing. Ms. Nichols asked Mrs. Gomez if she had an update on that, Mrs. Gomez said Mr. Hopkins is working on providing a list of different items the left-over money can be used on. Vado Area Water System Improvements- Contract proposal from SMA has been submitted to NMED-CPB for approval. Approval should come within 31 days.

VIII. Unfinished Business

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

IX. New Business

A. Motion to approve Alto De las Flores Inter-Agency O & M Agreement – Mrs. Holguin said this is a standard agreement, that we do every 4 years. Mr. Magallanez made the motion to approve Alto De las Flores Inter-Agency O & M Agreement. Mr. Evaro seconded the motion, the motion passed with all in favor.

B. Motion to approve Dona Ana County Sewer Billing Agreement- Mrs. Holguin said this agreement has been in the works for a while now. Mr. Lopez said this agreement is similar to the one in place with Anthony Water. It is for customers that have water with LRGPWWA and sewer with DAC. We will keep 3% of everything we collect and 25% of any delinquent accounts we collect on. Ms. Meza from the Projects Department has setup the rates and is ready to go. If approved the agreement will go to the County Commissioners next Tuesday for a vote. If approved by the Commissioners it will take effect on July 1, 2021. If approved DAC will send out a notification about the transfer to the customers affected. Mr. Evaro made the motion to approve the Dona Ana County Sewer Billing Agreement. Mr. Magallanez seconded the motion, the motion passed with all in favor.

C. Motion to approve a rate adjustment increase for July 1, 2021 and July 1, 2022- Mr. Lopez- last month Karl Pennock from RCAC laid out a limited Rate Study. His recommendation was to do a 3% rate increase July 2021 and another 3% increase July 2022. The adjustment would be to keep up with the rate of inflation. The increase is be- for 20000 gallons \$20.13 to increase \$.60 for a total of \$20.73 for this July. July 2022 the increase will be \$.62 cents for a total of \$21.36. A total of \$1.12 in two years. We sent an insert in last months bills about the public hearing on March 9, 2021. We had 5 staff members and 1 attendee. We received no comments or complains regarding the proposed increase. We have not had an increase since 2016. Mr. Evaro made the motion to approve the 3% rate adjustment for July 1, 2021 and July 1, 2022. Mr. Magallanez seconded the motion, the motion passed with all in favor.

D. Motion to authorize RCAC to develop a detailed Rate Study for Water & Sewer- Mr. Lopez said the Rate Study is done at not cost to LRGPWWA. They are funded by USDA and US EPA as part of their Technical Assistance Program. Ms. Nichols added that the last Rate Study done for us was begun in 2014 and completed in staged increases on July 2016.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, April 21, 2021 at the East Mesa Office.

A. Have any Board Members participated in training? If so, please give us a copy of your certificate-
No one attended any trainings.

B. Districts 3, 4, 5 & 7 expire in 2021, and 2 & 6 are vacant. Election Day is 11/2/21

XI. Motion to Adjourn – Mr. Magallanez made the motion to adjourn the board meeting at 10:13 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 21st Day of April, 2021 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LRGPWWA
Manager's Report
April 21, 2021

- Alto De Las Flores O&M contract approved by their Board. Effective April 1, 2021 through April 1, 2025 (4 years)
- Approved Las Flores Subdivision Phase I (65 residential lots) in Berino (water service only)
- Request for water service to the Mountain View Subdivision (104 residential lots) in Berino
- Legal is currently revising Commitment Letter for water and/or sewer service and Subdivision Agreement
- County has approved the Sewer Billing agreement which will become effective July 1st

Lower Rio Grande PWWA

Operators Report

April 21, 2021

System Problems and Repairs.

I will not be attending this months meeting due to a death in the family.

- Backflow inspections are Current. (Mesquite District)
- For the month of February, we were issued 164 work and service orders.
- For the month of March, we were issued 178 work and service orders.
- For the month of March, we installed 6 new water service connections in the South Valley.
- We had 2 main line break at Alto De las Flores.
- We had One main line break at the East Mesa.
- We had no main or service line breaks at Talavera MDWCA.
- We had two Main 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 back in service and pumping around 50 gpm's more than it used to.

- Well #6 has been pulled Acid washed, brushed and bailed and is back in service.

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

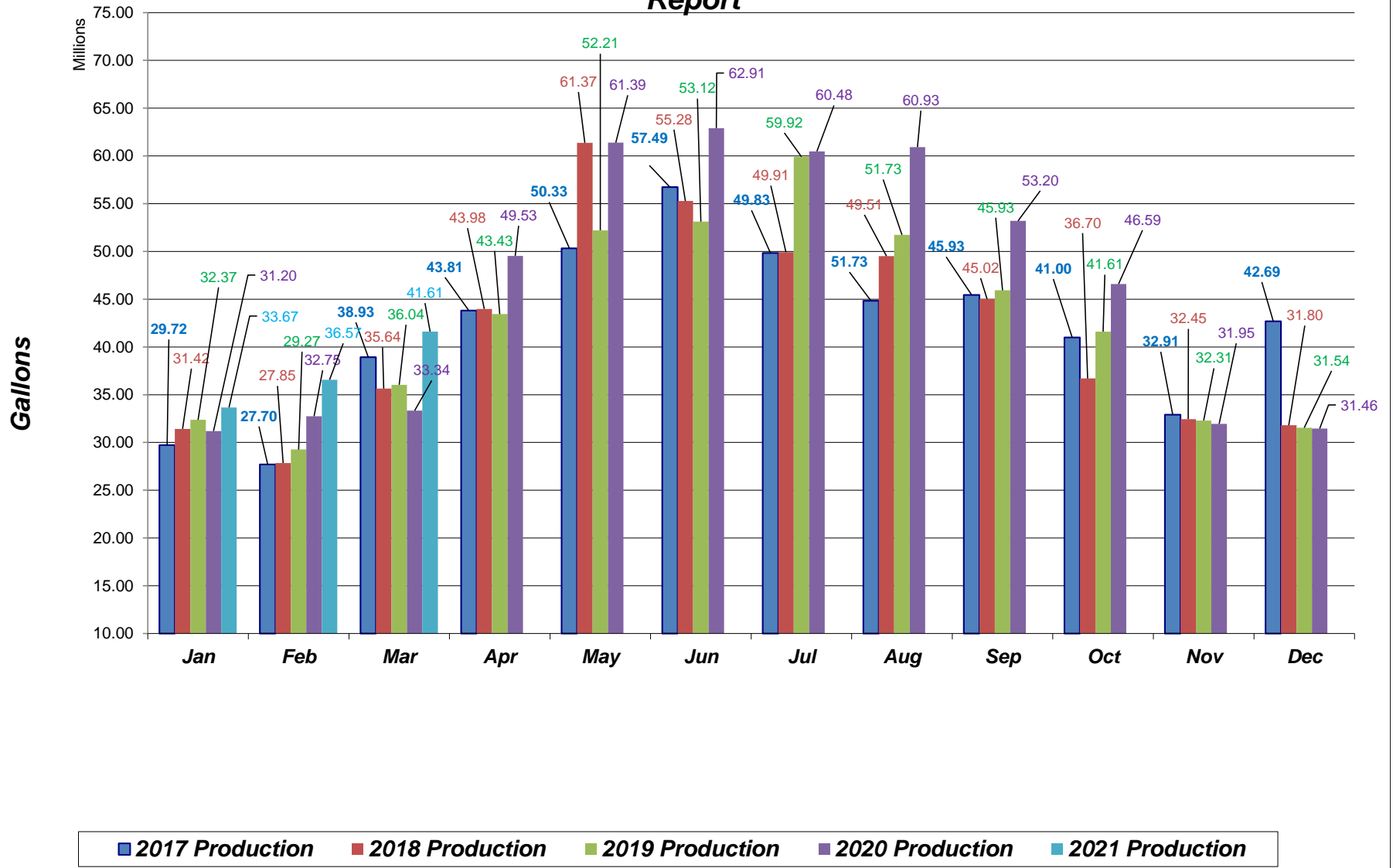
Mesquite district Wetlands: The three monitoring wells have been drilled and are ready to sample. We have sampled this month to get a base line of our results before the actual report is due.

Mesquite and Organ Sewer Reports. The Organ and the Mesquite Wastewater reports are not due Until July 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 Quarter Ending: 03/31/2021

	Current	MTD	QTD		Budget
AcctNumber	Total Budget	Activity	Activity	YTD Activity	Remaining
Revenue					
40000 - Operating Revenue	2,990,000.00	198,280.80	627,203.05	2,426,528.50	563,471.50
40001 - Activation & Connection Fees-Sewer	0.00	266.67	266.67	266.67	-266.67
40002 - Installation Fees	105,000.00	16,663.11	32,664.18	89,725.60	15,274.40
40003 - Activation & Connection Fees-Water	5,000.00	300.00	1,250.00	2,950.00	2,050.00
40005 - Backflow Testing	7,000.00	150.00	275.00	6,100.00	900.00
40006 - Tampering Fee/Line Breaks	0.00	0.00	1,500.00	2,062.40	-2,062.40
40007 - Delinquency Fee	50,000.00	8,500.00	21,750.00	76,550.00	-26,550.00
40008 - Penalties-Water	50,000.00	5,815.92	20,227.54	68,549.43	-18,549.43
40009 - Membership Fees	5,000.00	1,300.00	2,963.35	7,213.35	-2,213.35
40010 - Impact Fees	40,000.00	12,670.83	32,697.69	171,177.04	-131,177.04
40011 - Returned Check Fees	0.00	0.00	0.00	115.00	-115.00
40012 - Credit Card Fees	8,000.00	1,468.00	3,958.00	10,954.00	-2,954.00
40013 - Miscellaneous Revenue	0.00	55.10	90.10	220.10	-220.10
40015 - Penalties-Sewer	4,500.00	827.59	2,121.37	5,108.30	-608.30
40017 - Hydrant Meter Rental Fee	5,000.00	500.00	750.00	2,250.00	2,750.00
40019 - DAC Trash Coupons	1,000.00	78.00	176.00	646.00	354.00
40020 - Miscellaneous Revenue-Sewer	2,500.00	60.83	182.49	2,478.60	21.40
45000 - Tower Rent	5,000.00	500.00	1,500.00	4,500.00	500.00
45001 - Billing Adjustments-Water	0.00	-152.09	-2,417.65	-4,656.04	4,656.04
45005 - Fiscal Agent Fees	50,000.00	4,870.06	14,473.99	45,404.27	4,595.73
45010 - Interest	0.00	27.23	77.36	212.35	-212.35
45015 - Copy/Fax	0.00	16.00	27.25	92.00	-92.00
45020 - Other Income	45,000.00	257.56	1,243.47	8,091.61	36,908.39
45022 - Annual Farm Rental	5,000.00	0.00	0.00	0.00	5,000.00
45025 - Contract Services	40,000.00	3,644.89	11,262.20	34,692.90	5,307.10
45030 - Transfers In	0.00	0.00	0.00	56,290.00	-56,290.00
49000 - Recovered Bad Debts	0.00	0.00	100.00	1,600.00	-1,600.00
Revenue Total:	3,418,000.00	256,100.50	774,342.06	3,019,122.08	398,877.92
Expense					
60001 - Transfer to Reserves	0.00	10,000.00	30,000.00	90,000.00	-90,000.00
60005 - Accounting Fees	500.00	0.00	0.00	0.00	500.00
60010 - Audit	14,000.00	0.00	4,310.12	13,666.25	333.75
60020 - Bank Service Charges	15,000.00	2,333.50	6,844.10	21,845.79	-6,845.79
60025 - Cash Short/Over	500.00	33.67	45.60	252.01	247.99
60026 - Computer Hardware	10,000.00	1,192.58	1,192.58	7,214.25	2,785.75

60030 - Dues and Subscriptions	3,000.00	0.00	1,066.75	5,911.79	-2,911.79
60035 - Engineering Fees	10,000.00	825.24	1,043.15	4,972.12	5,027.88
60045 - Late Fees	1,000.00	0.00	0.00	39.54	960.46
60050 - Legal Fees	5,000.00	706.20	1,060.38	3,911.26	1,088.74
60055 - Legal Notices	2,500.00	0.00	0.00	0.00	2,500.00
60060 - Licenses & Fees	6,000.00	172.00	1,482.00	6,962.59	-962.59
60065 - Meals	2,500.00	0.00	0.00	17.93	2,482.07
60075 - Permit Fees	1,500.00	250.00	250.00	1,075.00	425.00
60080 - Postage	3,000.00	358.73	366.73	1,298.37	1,701.63
60090 - Professional Fees-Other	10,000.00	0.00	0.00	-6,563.43	16,563.43
60100- Project Development	0.00	1,000.00	23,905.08	44,675.40	-44,675.40
60120 - Retirement Account Fees	6,500.00	701.05	2,044.00	6,040.80	459.20
60125 - Easments & Leases	10,000.00	0.00	0.00	0.00	10,000.00
60130 - Training	5,000.00	309.27	394.84	1,950.38	3,049.62
60140 - Travel:Airfare Per Diem	3,000.00	0.00	0.00	0.00	3,000.00
60150 - Travel:Lodging Per Diem	4,000.00	0.00	0.00	0.00	4,000.00
60155 - Travel:Meals Per Diem	2,000.00	0.00	0.00	0.00	2,000.00
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	0.00	0.00	1,500.00
60165 - Travel:Vehicle Rental Per Diem	1,000.00	0.00	0.00	0.00	1,000.00
60600 - Debit Service	148,000.00	10,127.43	27,974.07	228,243.38	-80,243.38
60625 - Interest paid to NMED	14,000.00	0.00	0.00	0.00	14,000.00
60650 - Interest paid to NMFA	37,000.00	4,101.45	11,189.18	24,904.38	12,095.62
60675 - Interest paid to USDA	125,000.00	11,596.26	34,788.78	116,308.81	8,691.19
63000 - Regular Pay	1,120,000.00	95,116.41	258,621.48	795,503.87	324,496.13
63001 - Overtime	54,500.00	3,592.57	10,510.26	28,483.51	26,016.49
63006 - Holiday Pay	56,500.00	121.92	15,512.54	49,201.14	7,298.86
63007 - Sick Pay	50,000.00	4,040.96	15,798.20	48,461.91	1,538.09
63008 - Annual Leave Pay	118,000.00	3,540.12	15,926.97	68,162.57	49,837.43
63010 - 401K 10% Company Contribution	5,000.00	0.00	0.00	0.00	5,000.00
63020 - 401K Employee Contribution	2,000.00	0.00	0.00	0.00	2,000.00
63040 - Administrative Labor	5,000.00	0.00	0.00	0.00	5,000.00
63060 - Contract Labor	0.00	0.00	0.00	649.88	-649.88
63070 - Employee Benefits-401K Contrib	168,500.00	3,108.78	9,112.38	28,006.51	140,493.49
63100 - Insurance-Dental	12,500.00	1,183.46	2,904.63	9,958.66	2,541.34
63110 - Insurance-Health	250,000.00	24,966.86	61,661.86	205,867.32	44,132.68
63115 - Salaries: Insurance - Work Comp	15,000.00	1,382.00	4,146.00	8,961.00	6,039.00
63125 - Insurance: Life & Disability	12,500.00	0.00	46.80	56.86	12,443.14
63130 - Mileage	1,500.00	0.00	0.00	0.00	1,500.00
63135 - Drug Testing	500.00	195.65	195.65	495.65	4.35
63160 - Payroll Taxes-Medicare	20,500.00	1,542.97	4,587.34	14,352.32	6,147.68
63170 - Payroll Taxes-Social Security	80,500.00	6,597.52	19,614.76	61,368.29	19,131.71
63180 - Payroll Taxes-State Unemploymen	0.00	0.00	984.00	984.00	-984.00
63195 - Taxes, Liability, Insurance: Cobra Fee	0.00	75.00	225.00	610.00	-610.00
63200 - Vision Insurance	4,000.00	328.36	826.60	2,924.65	1,075.35

64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	5,012.80	15,097.44	42,688.35	7,311.65
64200 - Sewer:Electricity-Sewer	9,000.00	321.71	3,550.76	11,060.06	-2,060.06
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	4,195.09	7,077.14	15,643.76	-5,643.76
64500 - Sewer:Supplies & Materials	28,500.00	0.00	0.00	45.87	28,454.13
64501 - Pre Paid Tank Site Lease	0.00	0.00	375.00	1,625.00	-1,625.00
65010 - Automobile Repairs & Maint.	30,000.00	4,774.49	11,417.77	43,668.54	-13,668.54
65230 - Computer Maintenance	70,000.00	3,810.43	14,215.62	58,226.58	11,773.42
65240 - Equipment Rental	2,500.00	0.00	0.00	320.06	2,179.94
65250 - Fuel	60,000.00	3,797.66	12,890.87	38,605.96	21,394.04
65255 - GPS Insights Charges	7,000.00	743.50	2,228.66	6,131.70	868.30
65260 - Kitchen & Cleaning Supplies	1,000.00	0.00	0.00	0.00	1,000.00
65270 - Lab Chemicals-Water	5,000.00	204.41	204.41	891.90	4,108.10
65275 - SCADA Maintenance Fee	2,000.00	0.00	0.00	0.00	2,000.00
65276 - Test Equipment Calibration	2,000.00	0.00	0.00	0.00	2,000.00
65277 - Generator Maintenance Contract	3,000.00	0.00	698.59	698.59	2,301.41
65278 - Meter Testing/Repair/Replacement	20,000.00	15.00	15.00	234.55	19,765.45
65280 - Lab Chemicals-Water:Chemicals	35,000.00	2,276.88	6,132.16	26,928.28	8,071.72
65300 - Locates	2,500.00	0.00	0.00	0.00	2,500.00
65310 - Maint. & Repairs-Infrastructure	65,000.00	58,790.86	66,104.82	153,301.16	-88,301.16
65320 - Maint. & Repairs-Office	12,500.00	94.21	3,911.13	12,985.23	-485.23
65330 - Maintenance & Repairs-Other	16,500.00	543.90	8,164.42	38,123.38	-21,623.38
65340 - Materials & Supplies	50,000.00	6,670.58	16,640.89	37,989.22	12,010.78
65345 - Non Inventory-Consumables	50,000.00	2,231.01	6,302.64	28,473.21	21,526.79
65350 - Office Supplies	10,000.00	733.87	3,260.94	10,986.96	-986.96
65360 - Printing and Copying	47,500.00	4,469.15	12,263.88	35,415.66	12,084.34
65370 - Tool Furniture	10,000.00	1,194.20	6,180.80	21,832.71	-11,832.71
65390 - Uniforms-Employee	15,000.00	742.27	2,011.63	9,088.70	5,911.30
65490 - Cell Phone	20,000.00	1,595.88	4,641.92	15,505.80	4,494.20
65500 - Electricity-Lighting	6,000.00	613.23	1,639.95	4,597.98	1,402.02
65510 - Electricity-Offices	15,000.00	696.61	2,584.78	10,577.90	4,422.10
65520 - Electricity-Wells	200,000.00	14,967.78	49,354.71	159,549.03	40,450.97
65530 - Garbage Service	3,000.00	220.08	656.10	1,973.58	1,026.42
65540 - Natural Gas	3,000.00	176.95	593.96	1,622.58	1,377.42
65550 - Security/Alarm	5,000.00	0.00	2,825.99	3,488.86	1,511.14
65560 - Telephone	20,000.00	8,195.86	11,426.04	24,124.08	-4,124.08
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	190.06	570.18	1,705.80	294.20
66200 - Insurance-General Liability	90,000.00	0.00	20,075.99	62,658.00	27,342.00
66700 - Water Conservation Fee	15,000.00	1,097.03	3,050.92	12,532.63	2,467.37
Expense Total:	3,418,000.00	317,875.46	864,796.94	2,790,076.43	627,923.57
Total Surplus (Deficit):	0.00	-61,774.96	-90,454.88	229,045.65	-229,045.65

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 4/21/2021**

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Design Stage – USDA-RD LOC \$15,030,780 (\$6,189,000 Loan/\$8,030,000 Grant) –26th Request for Funds from RCAC bridge loan has been submitted. BHI has finalized the ROW map, and our attorney is preparing and Opinion RE: ROW. That should be done this week, then our Board Chair will sign the Right of Way Certificate. 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 as of early August 2020. USDA-RD OGC had questions concerning the LRGPWWA’s authority to engage in mortgages and loans, and our attorney has responded. RD’s Office of General Counsel has agreed to provide a written explanation of their issue. Our attorney has drafted a resolution for today’s agenda as a first step toward addressing the problem, and further steps will include a Governance Document amendment and an amendment to our statute.

LRG-17-01 – Water Master Plan – BHI - WTB #252/CDBG 19-C-NR-I-06-G-100 \$50,000 + \$60,000 LRG funds: Eighth draw on funding is in process. WMP is nearing completion.

LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,285,619: No bids were received, and the architect contacted plan-holders to inquire why that was. All indicated that they were extremely busy. The project is out to bid again with a new bid-opening date of June 10. Pre-bid conference was held 4/14/21. Capital Outlay bill signed by the governor includes \$1.2 million for this project for construction, furniture & equipment.

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: Change Order #3 is in preparation pending EPEC extension of 3-phase power. This has been complicated and delayed by Zia gas lines located under pavement in Hwy. 28. Contractor needs to give us the updated quote for the potholing for EPEC.

LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG \$93,307, 4915-CIF \$207,608 Loan/\$39544 Grant/\$9,562 Match – Design – 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. Colonia’s application has been submitted for Ph. II design.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18 \$29,172 Grant/\$116,688 Loan, 3354-CIF \$5,000 Grant/\$45,000 Loan – Plan, Design & Construction – Souder, Miller & Assoc. – Final pay apps have been submitted. Funds should be received this week, and this project will no longer be on the Projects Report.

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-CPB approved bid documents on 4/6/21. Engineering Agreement bid-phase amendment is in preparation. Colonia’s application for Phase III funding has been submitted.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP – We applied for \$240,000 Capital Outlay, and the bill the governor signed contained \$175,000 for this project.

LRG-19-09 – S. Valley Service Area Line Extensions - SMA –We have Task Order with SMA to do community outreach to see where there is interest from potential new customers, and determine whether a PER is needed. Door-to-door work is complete. 95% of those contacted want to connect. SMA is preparing a map showing the results.

LRG-20-01 – Mesquite Wetlands Closure – Plan/Design - BHI - \$250,000 SAP: Final walk-through was held 3/11/21. Change Order is in development to use the remaining funds for some additional dirt-work, fence repair, and gravel roadway to the monitor wells.

LRG-21-01 – Vado Area Water System Improvements – Plan/Design/Construct – SMA - \$139,000 SAP 20-E4038-GFR – Reauthorized SAP from Jacquez Road will be used to rehab one or two bore and install some new valves in the Vado system. Contract proposal from SMA was submitted to NMED-CPB for approval, revised based on CPB comments, and resubmitted 4/15/21.

Other projects:

NM 2021 Legislature: Legislative Report is final for 2021.

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. Two bins were sent out for shredding in the past month.

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

Training – Patty and I attended How to Protect Your Water Utility from Cyber Attacks webinar on 3/25/21, American Rescue Plan Discussion w/South Central and Southwest COGs on 4/1/21, and USDA Small Systems Cybersecurity Workshop for New Mexico on 4/6 & 4/7/21. Patty attended Finance & Budget Principals 3/30/21.

As Needed Engineering Services - Currently we have three active Task Orders: Cobb-Fendly for one NM DOT permit for a new service connection, Bohannon Huston, Inc. for a State Land Office lease renewal, and BHI for East Mesa Service Area Map update. One additional Task Order is pending with Souder, Miller & Associates for an NM DOT permit.

Collection & Lien Procedures - 295 first notifications, 285 certified letters have been sent and 122 liens have been filed to date. 47 liens have been released following payment in full of the account.

Water Audits –Sent out additional requests to staff to finalize 2020 water audit data on 1/29/21 and 3/8/21. Hope to begin working on water audits for 2020 this week and schedule data grading session for last week of April.

Rate Study – Implementation of rate adjustment begins July 1.

Cyber Security Assessment – Follow-up meeting with Karl Pennock, RCAC, was held on 3/4/21.



www.lrgauthority.org

LOWER RIO GRANDE

Public Water Works Authority

Resolution #FY2021-17

Approving Third Quarter Budget for Fiscal Year 2021

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 FY2021 Third Quarter Budget on April 21, 2021.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve the FY2021 Third Quarter Budget officially approved on April 21, 2021.

PASSED, APPROVED, AND ADOPTED: April 21, 2021.

Esperanza Holguin, Chairman

Seal:

Joe Evaro, Secretary

Resolution Number 2021-16
A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF
PROMISSORY NOTES AND REAL ESTATE MORTGAGES TO SECURE
INDEBTEDNESS OF THE LOWER RIO GRANDE PUBLIC WATER
WORKS AUTHORITY

WHEREAS, the Board of the Lower Rio Grande Public Water Works Authority met in regular session on the Zoom online meeting platform on Wednesday, April 21, 2021 at 9:30 a.m.; and

WHEREAS, the Authority is a Special District and Political Subdivision being legally and regularly, created, established, organized and existing according to the State of New Mexico and formed pursuant to the New Mexico § 73-26-1, et seq.; and

WHEREAS, the Authority is authorized to exercise all powers authorized pursuant to law; and

WHEREAS, the Authority may adopt rules and resolutions, governance policies and procedures necessary to exercise the powers conferred pursuant to statute; and

WHEREAS, the Authority regularly seeks funding through grants and loans to finance the cost of water and wastewater system improvements; and

WHEREAS, it is customary financial practice in the State of New Mexico for liens to be taken on the interest of the debtor in all land, easements, rights-of-way, water rights, water purchase contracts, water sales contracts, sewage treatment contracts, and similar property rights, including leasehold interests used or to be used in connection with a facility owned at the time of the loan approval or acquired with loan funds; and

WHEREAS, the Authority desires to adopt and memorialize this policy authorizing the pledge of real property, land, easements, rights-of-way, water rights, water purchase contracts, water sales contracts, sewage treatment contracts, and similar property rights, including leasehold interests and the execution of Promissory Notes and Mortgages to secure any and all indebtedness of the Authority; and

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

1. The Board adopts a Policy as follows:
 - a. The Board of Directors of the Lower Rio Grande Public Water Works Authority is hereby authorized to pledge of real property, land, easements, rights-of-way, water rights, water purchase contracts, water sales contracts, sewage treatment contracts, and similar property rights, including leasehold interests and the execution of Promissory Notes and Mortgages to secure any and all indebtedness of the Authority.

- b. This Policy shall be added to the Authority Policies and shall continue in full force and effect until modified or amended in accordance with the Authority's Governance Document or Policies.

Passed by the Board of Directors of the Lower Rio Grande Public Water Works Authority this 21st day of April, 2021.

Seal:

Esperaza Holguin, Chair

Joe Evaro, Secretary