



LOWER RIO GRANDE
Public Water Works Authority
 PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

Sign In Sheet

Page ____ of ____

Date: November 15, 2023

Time: 9:00 am

Places: La Mesa Office

Event: Regular Board Meeting

SIGNATURE	Print Name, Title, Company	Phone Number	Email Address
<i>[Signature]</i>	Martin Lopez LRG General Manager	575-233-5742 Ext. 1004	martin.lopez@lrgauthority.org
absent	Karen Nichols LRG Projects Manager	575-233-5742 Ext. 1018	karen.nichols@lrgauthority.org
<i>[Signature]</i>	Patricia Charles LRG Projects Special.	575-233-5742 Ext. 1021	patty.charles@lrgauthority.org
<i>[Signature]</i>	Kathi Jackson LRG Finance Manager	575-233-5742 Ext. 1005	kathi.jackson@lrgauthority.org
absent	John Schroder LRG Accounting Assistant	575-233-5742 Ext. 1006	john.schroder@lrgauthority.org
absent	Mike Lopez LRG Operations Manager	575-233-5742 Ext. 1011	mike.lopez@lrgauthority.org
<i>[Signature]</i>	Espy Holguin – District 4 LRG Board Chair	575-644-9543	Espy.holguin@lrgauthority.org
Via Zoom	Glory Juarez – District 6 LRG Board Secretary	575-494-2750	glory.juarez@lrgauthority.org
<i>[Signature]</i>	James Cadena – District 3 LRG Board Vice Chair	480-206-5930	James.cadena@lrgauthority.org
<i>[Signature]</i>	Enrique (Rick) Franco – District 2 LRG Board Director	575-649-1610	Enrique.franco@lrgauthority.org
absent	Josh Smith LRG Attorney	575-528-0500	
Via Zoom	Filiberto Castorena HDR Engineering		

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes — REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, November 15, 2023 AT THE LA MESA OFFICE & ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, 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 is vacant, **Mr. Franco** representing District #2 was present, **Mr. Cadena** representing District #3 was present, **Mrs. Holguin** representing District #4 was present, District # 5 is vacant, **Mrs. Juarez** representing District #6 was present via Zoom, District #7 is vacant. Staff members present were General Manager Martin Lopez, Projects Specialist Patricia Charles and Finance Manager Kathi Jackson. Guests present was Filiberto Castorena with HDR Engineering via Zoom.
- II. **Pledge of Allegiance:** The pledge of allegiance was led by General Manager Martin Lopez
- III. **Motion to approve Agenda:** Mr. Lopez requested we table IXC General Manager Evaluation to next months meeting. Mr. Cadena made the motion to approve the agenda with the changes requested by Mr. Lopez. Mr. Franco seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on Oct. 18, 2023:** Mrs. Juarez made the motion to approve the minutes for Oct. 18, 2023 board meeting. Mr. Cadena 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. Health insurance will be increasing by almost 10% and there will be no increase in Dental and Vision insurance. Employee update, Shawn obtained his Water Level 3 Operator License, Shawn and Ryan passed their Backflow Technician Certification. Mr. Lopez disclosed that Ms. Jacksons daughter has been hired by Souder, Miller & Associates, one of the Engineering firms we use. Mr. Lopez said he received an inspection of Public Request for all active leases/licenses for cell towers, rooftop antennas or other wireless installations on property owned or managed by the LRGPWWA, he sent out the information yesterday. Mrs. Holguin asked Mr. Lopez to please give her congratulations to Shawn and Ryan for their accomplishments.
 - B. **Finance:** Ms. Jackson provided a written report and stood for questions. Ms. Jackson reiterated that if and when procurement involved Souder, Miller & Associates she would step aside and have Mr. John Schoder, Accounting Assistant handle those transactions. The revenue for the month of October 2023 was \$431,431.63 and expenses were \$503,678.37, but she voided a check so the deficit is actually under 20 thousand dollars. Our budget is still on track for the year. She also

wanted the board to know that Mr. Schoder has had his appendix removed and does not know when he will be back.

- C. Projects:** Ms. Nichols provided a written report, but was not present at the meeting. Mrs. Holguin asked about the status of the current project. Mr. Lopez said the S Valley Service area line extension has 2 pieces to it. Number 1 it extends the lines from Merchantile to the Brazito well site. The funds are secured for this part of the project. We are waiting for authorization to go to bid and design. Number 2 goes from Brazito north, we were notified that we made the short list for the Water Trust Board and are now on the list to be approved by Legislature at the next session in January 2024. Mrs. Holguin was asked by several people in this area about the water lines, because their wells seem to be contaminated and can not drink the water. She will get with Martin as soon as she has more information regarding this situation.
- D. Operations:** Mr. Lopez provided a written report, but was not present at the meeting. Mr. Martin Lopez said some of the Operations staff have been working in Talavera trying to figure out if the system has leaks due to the lack of water. The new Berino well is now operational and online. This will now allow us to cut back on providing water to Berino from our other wells.

VIII. Unfinished Business: none

IX. New Business

- A. Motion to approve Bulk Water rate increase:** Mr. Lopez said the Bulk Water Agreement in the packet showed the requested increase, which is 10%. This increase will not impact our current customers. This increase is only for new customers and is mostly used by contractors for the use of hydrant water. Mr. Cadena made the motion to approve the Bulk Water rate increase. Mr. Franco seconded the motion, the motion passed with all in favor.
 - B. Motion to approve Organ Well Rent/Lease Agreement:** Mr. Lopez said there was nothing in the packet regarding this item on the agenda. He was approached by Mrs. & Mrs Franco in Organ to purchase a well site property back in July and when they were informed that we were not able to sell the property, they offered a lease instead in August. The property is about 40 x 20 it has no water or electricity. There is an old tank that is not in use anymore. Mr. Lopez proceeded to seek the advice of our Attorney, but he was out of town. He also spoke to our insurance provider, who said the leaser would have to provide a one-million-dollar policy. The LRGPWVA insurance company's recommendation was not to proceed with a lease. LRGPWVA would have to spend approximately \$7,000.00 to provide water and electricity. Mrs. Holguin said she was against leasing the property, because of possible liabilities. Mr. Cadena motioned not to approve the lease as per Mr. Lopez's recommendation and Mr. Franco seconded the motion. The motion passed with all in favor.
 - C. General Manager Annual Evaluation:** This item was tabled and will be on next months agenda as a closed session agenda item.
- X.** Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, December 13, 2023 at our La Mesa Office and via Zoom. **NOTE: DEC. MEETING IS MOVED UP 1 WEEK DUE TO HOLIDAY**
- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:**
No one attended any trainings.

B. General Manager Evaluation, will be on Decembers agenda as a closed session item.

C. Audit Approval

Mrs. Holguin asked about the progress at the Office building site. Mr. Lopez said we had a progress meeting yesterday. Panels for the Administrative office are onsite they have been installed. The roofers will be there today, there is still some paving going on. The interior will be started next week. Mrs. Holguin said she had someone ask about the use of the empty buildings once we move into the the new building, she provided Mr. Lopez's office number so they could further discuss with him the possibilities of leasing some of the empty buildings.

XI. Motion to Adjourn: Mr. Cadena made the motion to adjourn the board meeting at 9:30 am and Mr. Franco seconded the motion.

These minutes will be presented to the board for approval on the 13th Day of December, 2023 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Glory Juarez, Secretary

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, November 15, 2023 AT THE LA MESA OFFICE & ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, 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 is vacant, **Mr. Franco** _____ (District #2), **Mr. Cadena** _____ (District #3), **Mrs. Holguin** _____(District #4), District # 5 is vacant, **Mrs. Juarez** _____(District #6), District #7 is vacant.
- II. Pledge of Allegiance
- III. Motion to approve Agenda
- IV. Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on Oct. 18, 2023
- V. Presentations: none
- VI. Public Input: 3 minutes per person
- VII. Managers' Reports
 - A. General Manager
 - B. Finance
 - C. Projects
 - D. Operations
- VIII. Unfinished Business
- IX. New Business
 - A. Motion to approve Bulk Water rate increase
 - B. Motion to approve Organ Well Rent/Lease Agreement
 - C. General Manager Annual Evaluation
- X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, December 13, 2023 at our La Mesa Office and via Zoom. **NOTE: DEC. MEETING IS MOVED UP 1 WEEK DUE TO HOLIDAY**
 - A. Have any Board Members participated in training? If so, please give us a copy of your certificate
 - B. General Manager Evaluation
 - C. Audit Approval
- 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

9:00 a.m. Wednesday, October 18, 2023 AT THE LA MESA OFFICE & ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, 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:** Mrs. Holguin called the meeting to order at 9:04 am. District #1 is vacant, **Mr. Franco** representing District #2 was present via phone call, **Mr. Cadena** representing District #3 was present, **Mrs. Holguin** representing District #4 was present, District # 5 is vacant, **Mrs. Juarez** representing District #6 was present, District #7 is vacant. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles and Finance Manager Kathi Jackson. Guests present were Tyler Hopkins with Bohannon Huston.
- II. **Pledge of Allegiance:** The pledge of allegiance was led by General Manager Martin Lopez.
- III. **Motion to approve Agenda:** Mr. Lopez requested item# 9A be moved to after approval of the agenda. Mr. Cadena made the motion to approve the agenda with the requested change. Mr. Franco seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes:** Motion to approve the minutes for Regular Board Meeting on Sept. 20, 2023: Mr. Cadena made the motion to approve the minutes for the board meeting on Sept. 20, 2023. Mr. Franco seconded the motion, the motion passed with all in favor. NM Environmental Dept has approved the refinance of the Vado Land to lower the interest rate from 2.375% to 1.0%.
- V. **Presentations:** none
- VI. **Public Input:** none
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez said BL-2056 State Land Office Permit has been renewed with the State Land Office for 5 years. The rental fees have really increased by a lot. He applied to the State Engineer for Extension of Beneficial Use for the Valle Del Rio & Rincon water rights. On September 25th one of our customers hit the corner pillar at the Mesquite Office we are waiting on the insurance company to get a structural inspection. A Rincon area customer deeded the water lines and meters to a small 10 lot subdivision to LRGPWWA. The documents have been filed at the County. He and Ms. Nichols met with Tierra Del Sol Housing folks to discuss possible partnership along with the County for the Vado New Horizons Subdivision water and sewer infrastructure. They are trying to get the infrastructure paid for partnering with LRGPWWA and DAC. We have not met with DAC so we don't know what their position in this would be. Mrs. Holguin said she would have some concerns and said we are not in the business of building infrastructure. We are very specifically in the water and waste water business. The Solar Project is set for construction in Spring 2024. The farming agreement for the property where the solar project will be built will not be renewed in December 2023. He said he

would negotiate for the use of the irrigation water rights. Mr. Lopez has a potential agenda item, to increase our Bulk water rates. We just increased our rates so we may have to look at the Bulk Water Rates. Mr. Lopez will provide more information for the next board meeting.

- B. Projects:** Ms. Nichols was not able to provide a written report. But will provide one next board meeting.
- C. Operations:** Mr. Lopez provided a written report. He was not able to attend the meeting due to a large water line break yesterday and had to mobilize some equipment for that.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. First, she had some sad news Mr. Berry (Mrs. Mary Berry's husband) passed on October 8, 2023. Revenues were \$1.2 million and expenses were a little over a million dollars.

VIII. Unfinished Business: none

IX. New Business

A. Motion to adopt Resolution FY2024-13 Adopting FY2024 1st Quarter Budget: Mr. Cadena made motion to adopt Resolution FY2024-13 adopting FY2024 1st Quarter Budget and Mr. Franco seconded the motion, the motion passed with all in favor.

X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, November 15, 2023 at our La Mesa Office and via Zoom. **NOTE: NOV. & DEC. MEETINGS ARE MOVED UP 1 WEEK DUE TO HOLIDAYS.** Mr. Lopez gave an update on the Infrastructure Conference in Las Cruces on Oct 18-19, 2023. Some of the board members and staff will be attending both days. The US Government Accountability Office will be visiting the South Valley Supply/Treatment Project on October 26, 2023. Ms. Nichols will be traveling to Socorro for a Board Meeting on Nov 2-3, 2023. Mr. Lopez will be traveling to Albuquerque on Nov 2-3, 2023 for the NM Water & Wastewater Board Meeting. They will both be traveling to Taos for a Nov 4th meeting on Regionalization with RCAC. Ms. Nichols will be giving a presentation on Nov 6-8, 2023 at the NM Bureau of Geology & Minerals meeting.

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

B. General Manager Evaluation: Mr. Lopez will gather and send the forms to the board members.

XI. Motion to Adjourn: Mr. Cadena made the motion to adjourn the board meeting at 9:20 am and Mr. Franco seconded the motion.

These minutes will be presented to the board for approval on the 15th Day of November, 2023 at a regular meeting of the Board of Directors:

SEAL:

Attest:

Glory Juarez, Secretary

Esperanza Holguin, Board Chair

LRGPWWA
Manager's Report
October 18, 2023

- Health Insurance will be increasing by almost 10%
- No increase in Dental Insurance
- Shawn obtained his Water Level 3 Operator License
- Shawn and Ryan passed their Backflow Technician Certification
- Disclosure that Kathi's daughter has been hired by Souder Miller & Associates (one of the engineering firms we use)
- We have received an Inspection of Public Request for all active leases/licenses for cell towers, rooftop antennas, or other wireless installations on property owned or managed by the LRGPWWA

**Lower Rio Grande PWWA
Income Statement for the Period Ending
October 31, 2023**

Revenue	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
44010 Copy/Fax	\$ 100.00	\$ 7.00	\$ 30.00	\$ 70.00
44010 Credit Card Fees	\$ 15,000.00	\$ 1,632.00	\$ 6,138.00	\$ 8,862.00
44010 Miscellaneous Revenue (DAC Letter)	\$ 250.00	\$ 30.00	\$ (833.18)	\$ 1,083.18
44010 Returned Check Fees	\$ 525.00	\$ 140.00	\$ 210.00	\$ 315.00
44190 Hydrant Meter Rental Fee	\$ 3,500.00	\$ -	\$ 1,250.00	\$ 2,250.00
44190 Tower Rent	\$ 5,250.00	\$ 500.00	\$ 2,000.00	\$ 3,250.00
44220 Operating Revenue-Water	\$ 3,600,000.00	\$ 351,315.25	\$ 1,383,311.86	\$ 2,216,688.14
44230 Activation & Deactivation Fees-Water	\$ 20,000.00	\$ 1,700.00	\$ 8,150.00	\$ 11,850.00
44230 Operating Revenue-Sewer	\$ 235,000.00	\$ 24,181.06	\$ 84,906.76	\$ 150,093.24
44240 Anthony WSD Revenue	\$ 750.00	\$ 72.57	\$ 288.99	\$ 461.01
44240 Installation Fees-Sewer	\$ 20,000.00	\$ 1,428.29	\$ 4,613.40	\$ 15,386.60
44240 Installation Fees-Water	\$ 60,000.00	\$ 5,028.36	\$ 21,583.03	\$ 38,416.97
44250 After Hours Charge	\$ 1,000.00	\$ 260.00	\$ 600.00	\$ 400.00
44250 Delinquency Fee	\$ 70,000.00	\$ 6,800.00	\$ 28,250.00	\$ 41,750.00
44250 Penalties-Water	\$ 80,000.00	\$ 10,644.83	\$ 40,753.36	\$ 39,246.64
44270 Impact Fees	\$ 50,000.00	\$ 8,211.07	\$ 79,997.64	\$ (29,997.64)
44990 Backflow Testing	\$ 7,500.00	\$ 1,375.00	\$ 3,025.00	\$ 4,475.00
44990 Penalties-Sewer	\$ 20,000.00	\$ 2,779.58	\$ 10,167.48	\$ 9,832.52
44990 Tampering Fee/Line Breaks	\$ 4,500.00	\$ 500.00	\$ 1,691.08	\$ 2,808.92
46030 Interest	\$ 500.00	\$ 55.84	\$ 208.76	\$ 291.24
46050 Contract Services - O & M	\$ -	\$ 4,080.65	\$ 19,836.51	\$ (19,836.51)
46900 Annual Farm Rental for Vado Property	\$ -	\$ -	\$ 3,500.00	\$ (3,500.00)
46900 DAC Trash Coupon Fee	\$ 600.00	\$ 54.00	\$ 236.00	\$ 364.00
46900 Fiscal Agent Fees	\$ 52,500.00	\$ 5,274.03	\$ 22,657.49	\$ 29,842.51
46900 Membership Fees	\$ 6,500.00	\$ 500.00	\$ 2,100.00	\$ 4,400.00
46900 Other Income	\$ -	\$ 1,916.59	\$ 26,743.57	\$ (26,743.57)
46900 Permit Fees	\$ 750.00	\$ -	\$ -	\$ 750.00
46900 UB - Liens	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
DAC Sewer Revenue	\$ 50,000.00	\$ 2,945.51	\$ 12,597.53	\$ 37,402.47
Transfers In	\$ 577,500.00	\$ -	\$ -	\$ 577,500.00
	\$ 4,883,225.00	\$ 431,431.63	\$ 1,764,013.28	\$ 3,119,211.72
Expense	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
51020 Regular Pay	\$ 1,348,000.00	\$ 135,221.82	\$ 417,161.24	\$ 930,838.76
51060 Overtime	\$ 46,225.00	\$ 6,968.71	\$ 20,633.23	\$ 25,591.77
51900 Leave Pay	\$ 280,000.00	\$ 32,807.74	\$ 84,445.68	\$ 195,554.32
52010 Payroll Taxes	\$ 131,150.00	\$ 13,612.43	\$ 44,567.41	\$ 86,582.59
52020 401K Annual Contribution	\$ 217,350.00	\$ 62,804.18	\$ 78,162.01	\$ 139,187.99
52030 Insurance-Health	\$ 365,250.00	\$ 54,714.55	\$ 163,735.30	\$ 201,514.70
53030 Travel/Mileage	\$ 15,500.00	\$ 677.28	\$ 3,234.84	\$ 12,265.16
54030 Maintenance & Repairs-Infrastructure	\$ 120,000.00	\$ -	\$ 662.80	\$ 119,337.20
54040 Automobile Repairs & Maint.	\$ 65,000.00	\$ 5,590.57	\$ 34,701.61	\$ 30,298.39
54999 DAC Waste Water Flow Charge	\$ 52,500.00	\$ 7,733.38	\$ 20,440.56	\$ 32,059.44
54999 Easements & Leases	\$ 10,000.00	\$ -	\$ 15,982.00	\$ (5,982.00)
54999 Lab & Chemicals-Sewer	\$ 26,375.00	\$ 1,093.10	\$ 5,312.23	\$ 21,062.77
54999 Legal Notices	\$ 500.00	\$ -	\$ 55.70	\$ 444.30
54999 Licenses & Fees	\$ 3,500.00	\$ -	\$ 3,207.17	\$ 292.83
54999 Locates	\$ 4,000.00	\$ 753.00	\$ 1,506.00	\$ 2,494.00
54999 Maint. & Repairs-Office	\$ 162,500.00	\$ 5,300.77	\$ 46,762.67	\$ 115,737.33
54999 Water Conservation Fee	\$ 20,000.00	\$ 1,582.72	\$ 7,189.95	\$ 12,810.05
55010 Audit	\$ 14,000.00	\$ -	\$ -	\$ 14,000.00
55030 Accounting Fees	\$ 500.00	\$ -	\$ 100.00	\$ 400.00

55030 Building Rent-Vado School Building	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
55030 Computer Maintenance	\$ 100,000.00	\$ 4,564.14	\$ 47,928.95	\$ 52,071.05
55030 Engineering Fees	\$ 60,000.00	\$ 806.52	\$ 12,026.22	\$ 47,973.78
55030 Legal Fees	\$ 10,000.00	\$ 302.58	\$ 1,200.44	\$ 8,799.56
55030 Professional Fees-Other	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
55030 Telstar Maintenance Contract	\$ 8,000.00	\$ -	\$ 364.23	\$ 7,635.77
55999 Equipment Rental	\$ 5,000.00	\$ 175.80	\$ 322.85	\$ 4,677.15
55999 Generator Maintenance Contract	\$ 7,000.00	\$ 3,111.06	\$ 5,470.79	\$ 1,529.21
55999 SCADA Maintenance Fee	\$ 1,225.00	\$ 48.04	\$ 694.78	\$ 530.22
56020 Office Supplies	\$ 16,000.00	\$ 1,193.87	\$ 4,207.85	\$ 11,792.15
56030 Chemicals-Water	\$ 50,000.00	\$ 7,512.61	\$ 22,837.24	\$ 27,162.76
56030 Meter Testing/Repair/Replacement	\$ 10,000.00	\$ -	\$ 6,192.00	\$ 3,808.00
56030 Supplies & Materials	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
56040 Computer Hardware	\$ 10,000.00	\$ -	\$ 2,701.26	\$ 7,298.74
56040 Tool Furniture	\$ 15,000.00	\$ 988.67	\$ 5,124.06	\$ 9,875.94
56110 Uniforms-Employee	\$ 18,000.00	\$ 1,499.29	\$ 6,136.16	\$ 11,863.84
56120 Fuel	\$ 100,000.00	\$ 10,988.62	\$ 37,869.94	\$ 62,130.06
56999 Inventory Disbursements	\$ 152,000.00	\$ 6,605.10	\$ 63,775.84	\$ 88,224.16
57050 Training	\$ 7,200.00	\$ 3,190.00	\$ 4,510.47	\$ 2,689.53
57070 Insurance-General Liability	\$ 100,000.00	\$ 39,705.15	\$ 62,085.15	\$ 37,914.85
57080 Postage	\$ 2,500.00	\$ 68.48	\$ 115.00	\$ 2,385.00
57080 Postage-UPS Fed Ex	\$ 750.00	\$ -	\$ 244.85	\$ 505.15
57090 Printing and Copying	\$ 60,000.00	\$ 1,189.28	\$ 17,995.28	\$ 42,004.72
57150 Dues and Subscriptions	\$ 3,250.00	\$ -	\$ 550.00	\$ 2,700.00
57160 Cell Phone	\$ 21,000.00	\$ 1,850.92	\$ 7,268.53	\$ 13,731.47
57160 Telephone	\$ 25,000.00	\$ 1,812.45	\$ 7,318.04	\$ 17,681.96
57170 Electricity	\$ 255,950.00	\$ 35,840.82	\$ 104,110.60	\$ 151,839.40
57171 Natural Gas	\$ 3,000.00	\$ 240.52	\$ 731.95	\$ 2,268.05
57999 Bank Service Charges	\$ 35,000.00	\$ 4,163.05	\$ 15,819.04	\$ 19,180.96
57999 Cash Short/Over	\$ 500.00	\$ -	\$ 637.07	\$ (137.07)
57999 Garbage Service	\$ 3,500.00	\$ 292.60	\$ 1,164.22	\$ 2,335.78
57999 GPS Insights Charges	\$ 7,500.00	\$ 630.40	\$ 1,891.20	\$ 5,608.80
57999 Lab Testing Fees-Water	\$ 5,500.00	\$ 112.98	\$ 554.92	\$ 4,945.08
57999 Late Fees	\$ 500.00	\$ -	\$ 82.79	\$ 417.21
57999 Licenses & Fees	\$ 12,500.00	\$ 100.00	\$ 3,925.00	\$ 8,575.00
57999 Meals	\$ 3,000.00	\$ 27.39	\$ 364.17	\$ 2,635.83
57999 Permit Fees	\$ 1,500.00	\$ 50.00	\$ 350.00	\$ 1,150.00
57999 Permit Fees	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
57999 Permits/Bores/Density Test	\$ 15,000.00	\$ -	\$ 1,950.55	\$ 13,049.45
57999 Security/Alarm	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
57999 Security/Alarm	\$ -	\$ 97.26	\$ 847.87	\$ (847.87)
57999 Test Equipment Calibration	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
57999 Wastewater	\$ 2,500.00	\$ 245.44	\$ 981.76	\$ 1,518.24
59010 Debt Service	\$ 515,000.00	\$ 17,922.42	\$ 71,689.69	\$ 443,310.31
59020 Interest paid to NMED	\$ 285,000.00	\$ 29,482.66	\$ 117,789.09	\$ 167,210.91
Expense Total:	\$ 4,883,225.00	\$ 503,678.37	\$ 1,587,690.25	\$ 3,295,534.75
Total Surplus (Deficit):	\$ -	\$ (72,246.74)	\$ 176,323.03	\$ (176,323.03)

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 11/15/2023**

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc./Smithco Construction – Construction Stage – USDA-RD LOC \$17,073,000 (\$6,189,000 Loan/\$8,030,000 Grant, \$2,854,000 additional grant) –Contract has begun hooking up customers. Project meeting was held 11/2/23. Estimate of Funds #11 and Requisition #9 have been submitted, and with Req. #9, Colonias funds are fully expended.

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252 Planning USDA-RD Construction Funds– Bohannon Huston - Construction stage - \$1,174,00,000 RD Loan and \$4,629,000 Grant RD Funds: 15 draws have been submitted for RD funds. BHI is working on getting the final change order and project close-out items addressed.

LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,586,286.00 - SAP 21-F2723-STB \$1,200,000: Metal building is erected and interior work is underway. Construction schedule is updated to reflect completion 2/16/24. We've had further discussions with the surety, and they paid the modular building subcontractor the amount required get it shipped on 11/13/23 in order to maintain the construction schedule. The contractor has been subject to liquidated damages since 10/22/253. 31 DW Requisitions have been submitted and 11 SAP Requests for Payment. The \$1.2 million SAP grant is now fully expended. Next on-site progress meeting is set for 11/27/23.

Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle: Currently only includes the initial five systems. BHI will be submitting a proposed Task Order. It will be around \$50,000.

LRG-13-03 – Valle Del Rio Water System Project – Construction Stage & Ph. II Design - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates/Morrow Enterprises, Inc.: Funding deadline was extended to 12/1/23, and we are requesting an additional extension. The building for the new booster skid is on order, the contractor is getting prices for the electrical work, and we reviewed and finalized the piping layout with the Operations team.

Water Treatment – Move Deserts Sands Skid to VDR – Design & Construction - \$250,000 SAP 22-G2330-STB – SMA – Engineering Agreement was approved and NOO issued on 2/9/23. DR #4 has been submitted. Design work is underway. Application for additional funding has been submitted to NM WTB and recommended for legislative approval in the upcoming session.

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, 5535-CIF \$67,487 Loan incl. Match/\$269,910 Grant, DW-5631 \$1,338,660 Loan/\$2,788,875 Grant – Ph I Construction, Ph II Design – Phase I well drilling contract is pending final payment, and we will meet with DBSA later this month to discuss getting the remainder of the Phase I Project out to bid. Phase II easement work is complete and we are discussing uses for about \$7,800 remaining funds.

LRG-18-01 Ph. II – High Valley Water System Improvements Ph. II & III Project – NMFA 4916-CIF \$630,384 Grant, \$111,244 Loan – Design & Construction – Souder, Miller & Assoc. – Once the generator and booster skid from Valle Del Rio, the project will be complete.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP - \$2,352,800 WTB –WTB award letter has been received. We have submitted documents requesting

permission for additional indebtedness from USDA-RD. I was informed on 9/14/23 by Christine Griego that she should have loan authority by October and plans to issue the letter for additional debt by the 25th so we can meet the WTB Readiness deadline. She was then told by their National Office that it would be another 2 months for her loan authority, and we still have not received the debt permission. Met with several people from the US Office of Government Accountability and discussed issues with RD National Office at length.

LRG-19-09 – S. Valley Service Area Line Extensions - SMA – See the Stern Drive Project for information.

LRG-23-01 – Water Asset Management Plan – BHI - PG-6037 – up to \$50k – Planning Grant was awarded 1/26/23. BHI has set the project up on Tracker and Kathi and I have been uploading document. Kick off meeting was held 2/22/23. Met with AMP software companies on 4/13 & 4/14/23.

LRG-23-02 – Wastewater Asset Management Plan – BHI - PG-6038 – up to \$50k – Planning Grant was awarded 1/26/23. BHI has set the project up on Tracker and Kathi and I have been uploading document. Kick off meeting was held 2/22/23. Met with AMP software companies on 4/13 & 4/14/23.

On-Call Engineering Services – BHI has Task Orders for support for the Regional Project, BLM permit renewals, NM SLO and discharge permit renewals, subdivision reviews, and voting district and service area map updates. SMA has Task Orders for the Stern Drive Project and High Valley Project, and three new NM DOT permits.

Other projects:

2023 Local Election: There were no candidates for District 1, Mr. Franco filed as a write-in candidate for District 2 received 2 votes, Ms. Juarez received 153 votes for District 6.

NM 2024 Legislature: Patty has been working on a handout for the legislators for our Vector Truck request, and I will work with her on getting it submitted on their website.

Infrastructure Capital Improvements Plan 2025-2029: Has been submitted to NM DFA.

Reporting to Funding Agencies: Quarterly CIF Reports were submitted for the 4th Quarter; SAP monthly reporting on Capital Outlay begins this month on the new website, and US Census Construction reporting is up to date.

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 –Patty and I attended the NM Infrastructure Conference in October. Martin and I did a regionalization presentation for RCAC at a meeting of a number of water systems in Taos

Collection & Lien Procedures - 329 first notifications, 309 certified letters have been sent and 135 liens have been filed to date. 53 liens have been released following payment in full of the account.

Water Audits – Data collection is ongoing for 2023.

Rate Study –First half of increase has been implemented, second will be effective 3/1/24, board is scheduled to review the FY25 recommendation starting in April.

NM Board of Licensure for PEs & Surveyors – PEC met 11/2/23 and full board on 11/3/23 in Socorro.

Lower Rio Grande PWWA

Operators Report

November 15, 2023

Backflow inspections are Current. (Mesquite, East Mesa, and La Mesa Districts)

My apologies for not attending the meeting as I will be on vacation from 11/10-11/15/23.

- For the month of October, we were issued 199 work and service orders.
- For the month of September, we were issued 232 work and service orders.
- For the month of October, we installed 5 new water service connections in the South Valley Area.
- In Rincon we had 1 service line break.
- We didn't have any, new water services at the East Mesa.
- We had two service line breaks at the East Mesa service area.
- We had 4 Main line water breaks in the South Valley area including a large 8" main line break on Swannack.
- No problems with the force main from Brazito to Mesquite.

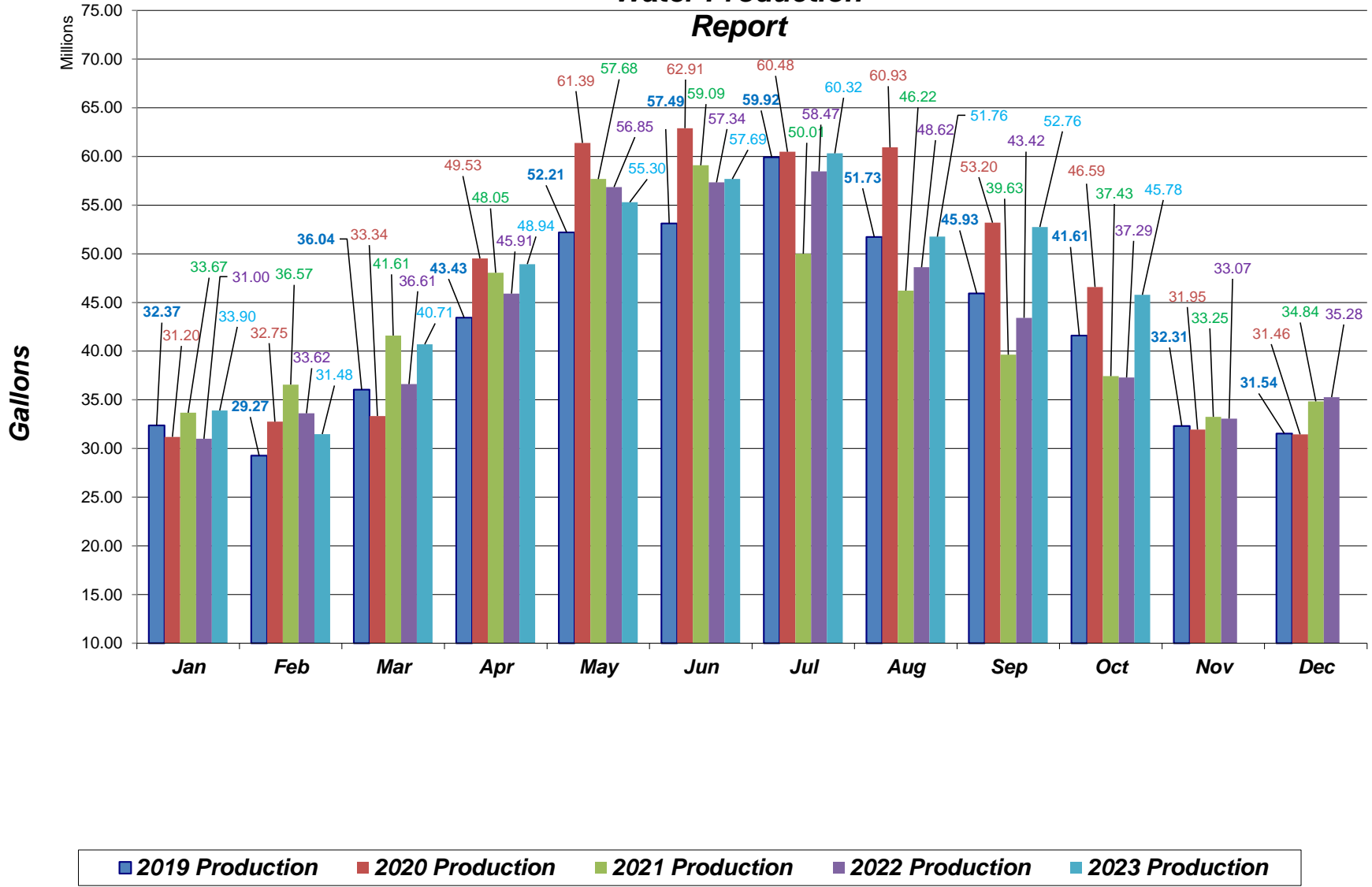
NMED: All of our Monthly Bac-T-Samples were taken for the month of October and all samples were negative.

Mesquite and Organ Sewer Reports. The Organ Pond's and Mesquite Wetland Wastewater report will be sent this month. The Organ facility is due twice a year and the Mesquite Facility is due every Quarter.

Chlorine: No problems with the quality of our gas Chlorine or sodium Hypochlorite.

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

Lower Rio Grande PWWA Water Production Report





www.LRGauthority.org

LOWER RIO GRANDE

Public Water Works Authority

PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

BULK WATER AGREEMENT

Date: _____ Account # _____

Company Name: _____

Phone/Fax/Email: _____

Owner/Person responsible for bills: _____

Mailing Address: _____

Office Address (if different): _____

Local Business Reference w/phone number: _____

Estimated time-frame and monthly usage: _____

Project name & job site: _____

Name of responsible person on-site: _____

TERMS:

1. **LOCATION & METERING:** I/we agree to take water only from the hydrant(s) designated by the Lower Rio Grande Public Water Works Authority General Manager or designee. I understand that the LRGPWWA will supply a hydrant meter and I agree that **ALL** the water I use from the LRGPWWA water system will be run through this meter. I agree to be responsible for this meter during the term of this agreement. I agree that the LRGPWWA operations staff may inspect the meter at any time. I agree that I will not remove this meter from the LRGPWWA service area, and that it will remain on the designated hydrant, in the possession of myself, my employees or subcontractors at the job site shown above, and it will be returned to the LRGPWWA operations staff at the end of my project or job.

2. **SET UP FEE & DEPOSIT:** I agree to pay a NON-REFUNDABLE set-up fee of Two-Hundred and Fifty Dollars (\$250) and a refundable deposit of One-Thousand Two-Hundred and Fifty Dollars (\$1,250) to the LRGPWWA before taking any water from its hydrant (s). I understand and agree that my deposit will be forfeit to the

Employee Name: Martin Lopez-2023



LOWER RIO GRANDE

Public Water Works Authority

PERFORMANCE EVALUATION FOR NON-PROBATIONARY EMPLOYEES

Procedure: The evaluator shall refer to the employee's job description when completing the evaluation instrument and share the evaluation results with the employee. Both the evaluator and the employee should sign the evaluation. The employee signature indicates that he/she has seen the evaluation but does not necessarily indicate the employee concurs with the evaluation. The employee should be given a copy for his/her records.

The original evaluation form(s) shall be retained by the unit for seven years following separation of the employee.

Please evaluate the employee's job performance by checking the appropriate box next to each attribute based on the following scale:

U=unsatisfactory; NI=needs improvement; S=satisfactory; AA=above average; E=excellent; NA=not applicable

ATTRIBUTE TO BE EVALUTED	U	NI	S	AA	E	NA
Quantity of work <i>extent to which the employee meets job requirements on a timely basis</i>						
Quality of work <i>extent to which the employee's work is thorough, effective and accurate</i>						
Knowledge of job <i>extent to which the employee knows and demonstrates all phases of assigned work</i>						
Cooperation with others <i>extent to which the employee gets along well with others; responds positively to direction and adapts well to changes; shows tact, courtesy and effectiveness in dealing with others</i>						
Judgment <i>extent to which the employee makes sound job-related decisions, develops alternative solutions and recommendations and selects proper course of action; understands impact of decisions and actions</i>						
Attendance, reliability and dependability <i>extent to which the employee is not absent and contacts supervisor concerning absences on a timely basis; can be depended upon to be available for work; assumes responsibilities and ensures tasks are followed to completion</i>						
Planning and organizational effectiveness						

The purpose of the comments is to give you an opportunity to formally share with your evaluator information that you consider important for your evaluation over the past year. If you choose to provide comments give this form to your evaluator, it will be attached to your performance evaluation for informational purposes.

1. List the key elements of your job and any special contributions you feel you have made to your unit during the evaluation period. _____

2. List any notable obstacles you encountered in accomplishing your job responsibilities during the evaluation period. _____

3. Add any additional information that you wish to have considered in your evaluation. _____

4. Other Comments (Employee): _____

5. Other Comments (Evaluator): _____

Please attach an additional sheet if more space is necessary.

Employee Signature Date

Evaluator Signature Date