



LOWER RIO GRANDE
Public Water Works Authority

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

www.LRGauthority.org

Sign In Sheet

Page 1 of 2

Date: May 17, 2023

Time: 9:00 am

Places: La Mesa Office

Event: Regular Board Meeting

SIGNATURE	Print Name, Title, Company	Phone Number	Email Address
	Martin Lopez LRG General Manager	575-233-5742 Ext. 1004	martin.lopez@lrgauthority.org
	Karen Nichols LRG Projects Manager	575-233-5742 Ext. 1018	karen.nichols@lrgauthority.org
	Patricia Charles LRG Projects Special.	575-233-5742 Ext. 1021	patty.charles@lrgauthority.org
	Kathi Jackson LRG Finance Manager	575-233-5742 Ext. 1005	kathi.jackson@lrgauthority.org
	John Schroder LRG-Accounting Assistant	575-233-5742 Ext. 1006	john.schroder@lrgauthority.org
	Mike Lopez LRG Operations Manager	575-233-5742 Ext. 1011	mike.lopez@lrgauthority.org
	Espy Holguin LRG Board Chair	575-644-9543	Espy.holguin@lrgauthority.org
	Furman Smith LRG Board Vice Chair	575-382-5982	furman.smith@lrgauthority.org
<i>attended via zoom</i>	Glory Juarez LRG Board Secretary	575-494-2750	glory.juarez@lrgauthority.org
<i>absent</i>	Paul Smith LRG Board Director	505-710-4671	paul.smith@lrgauthority.org
	James Cadena LRG Board Director	480-206-5930	james.cadena@lrgauthority.org
<i>absent</i>	Josh Smith LRG Attorney	575-528-0500	
	<i>visitor</i>	<i>575-642-7474</i>	
<i>attended via zoom</i>	<i>Byler Hopkins</i> <i>Behonnan Huston</i>		

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, May 17, 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 9:10 a.m. Mr. P. Smith representing District #1 was absent, District #2 is Vacant, Mr. James 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, Mr. F. Smith representing District #7 was present. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Accounting Assistant John Schroder, Operations Manager Mike Lopez. Guests present were PJ Smith, Tyler Hopkins from Bohannon Huston and Marty Howell from Souder, Miller & Associates.
- II. **Pledge of Allegiance:** The pledge of allegiance was led by General Manager Martin Lopez
- III. **Motion to approve Agenda:** Mr. F Smith made the motion to approve the agenda. Mr. Cadena seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on April 19, 2023:** Mr. F Smith made the motion to approve the minutes for Regular Board Meeting on April 19, 2023. 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. Rincon update first billing was sent and no problems were detected. Insurance policies have been canceled, all funds have been transferred, meter replacement with Radio Read will start this month and we still have some issues with the network phone at this office. Invoiced for the Annual Farm Rental for Vado Property. New Horizons Subdivision Phase 1 in Vado is moving forward. We received a request for water service for Phase 1 – 52 connections, there will be a over 70 total connections in this subdivision. RCAP (Rural Community Assistance Program) requested input pertaining to USDA Rural Development on the new Farm Bill. Ms. Nichols and Mr. Lopez outlined some of the issues and concerns working with the agency. Met with County staff and consultants on the positive transfer of their wastewater facilities to the Authority. We will be submitting to them a list of documents, information, etc. Then will provide the Authority Board with a recommendation. One of our Well Technician trainees has submitted his resignation and we had two employees get their level one certificates.

- B. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues for April were \$281,184.94 and expenses were \$333,356.66. We are still on track with our budget.
- C. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project 2 we finally closed on Colonias Funds for this project, we received the first colonias requisition it has been submitted and approved. We finally resolved an issue with how we could and could not use state funds. South Valley Water Supply & Treatment Project is nearing completion. Startup of the treatment plant is underway project should be fully complete in late June. The training is underway right now, Mike from operations will probably have more input regarding the training. She also pulled the Capital Outlay report to see who provided funding for what projects. La Mesa Water Line Extension on Highway 192 received from Senator Hamlin \$134,257 and from Representative Lara \$143,257, South Valley Water Line Extension Project received from Senator Cervantes \$250,000, Central Operations Facility received from Representative Lara \$200,000 and from Representative Gallegos \$150,000. We requested funding for Talavera for Radio Read Meters and received \$50,000 from Representative Gallegos. Alto de Las Flores requested funding for an Administration Building and received from Representative Lara \$250,000 and from Senator Hamlin \$250,000. This report will be posted on the Board website.
- D. Operations:** Mr. Lopez provided a written report and stood for questions. We had several new water and sewer connections. In East Mesa we had 2 water connections and 1 sewer connection and many cost estimates. The South Valley Water Supply & Treatment Project is very close to completion, we started training last week. But we are having problems with the pump, it keeps shutting down. We are trying to figure out what is going on with the pump.

VIII. Unfinished Business: none

IX. New Business

- A. Accept Board Director Paul Smith's resignation effective today, May 19, 2023 – may postpone:** Mr. Lopez said we did not receive the resignation from Mr. P Smith by the meeting time, but Ms. Nichols said she spoke to Mr. P Smith's daughter, confirmed the resignation. Mrs. Holguin accepted the verbal resignation notification from Mr. P Smiths daughter.
- B. Motion to adopt Resolution #FY2023-18 Open Meetings Act (which includes the Board of Directors Regular Board Meeting Schedule).** Mr. F Smith made the motion to adopt Resolution #FY2023-18 Open Meetings Act. Mr. Cadena seconded the motion. Mrs. Holguin suggested we keep 10 meetings at 9:00 a.m. and the September and April meeting in East Mesa start at 9:30 a.m. Mr. F Smith amended the motion to include the time changes and the typos to the Meeting Schedule to show 2 meetings, Septembers and Aprils to start at 9:30 a.m. and the rest of the meetings to start a 9:00 a.m. Mr. Cadena seconded the motion, the motion passed with all in favor.
- C. Motion to adopt Resolution #FY2023-19 Adopting Interim Budget for FY2024:** Mrs. Juarez made the motion to adopt Resolution #FY2023-19 adopting interim budget for FY2024. Mr. F Smith seconded the motion, the motion passed with all in favor.
- D. Motion to amend Customer Policies to include prohibitive language for the use of water for controlled substances:** Mr. F Smith made the motion to amend the Customer Policies to include

prohibitive language for the use of water for controlled substances. Mr. Cadena seconded the motion, the motion passed with all in favor. Mr. Lopez said the changes on page 1 of 14, the statement in read will be removed it is no longer valid because we now fall under the local election act. On page 2 of 14 The State approved legalization of cannabis but we received notice from our attorney that we could not receive any revenue from any sales of illegal products, drugs or activity under federal statute. We have already added disclaimers to most of our forms, the last step was to add to our policies.

- E. Termination of Membership for Delinquent Accounts:** Mr. F Smith made the motion to approve the termination of memberships for delinquent accounts. Mr. Cadena seconded the motion, the motion passed with all in favor. Mr. Lopez said these the customers who have gone thru the collection process and have not been paid. This is the last step in the process. Some of these customers have passed away or the properties are left vacant. Ms. Jackson said these accounts are moved from the regular GL to a collections GL.
- F. Discussion of ICIP FY2025-29:** Ms. Nichols said our ICIP is due in July so we need to get it out as soon as possible. She and Mr. Lopez met with Operations to discuss infrastructure need and also met with Tiffany and looked at our projects. It will mostly stay the same the only things that changed were, we added a Rincon Project and put all the Water Plans under one heading. Ms. Nichols said the ICIP would have to be adopted at our next meeting, so the public meeting would also have to be at our next board meeting.
- G. Motion to amend The Schedule of Rates & Fees – Water meter installation fees:** Mr. F Smith made the motion to amend the Schedule of Rates & Fees. Mr. Cadena seconded the motion. The motion passed with Mr. F Smith voting NO and the rest of the board voting YES. Mr. Lopez mentioned that this item had been on the agenda for a year. He had Mrs. Evaro in Accounts Payable keep track of the cost for new connections. The price for ¾” water service install using CTS parts were between \$844.62 - \$904.72 and the price for ¾” water service install using IPS parts were between \$886.38 - \$946.48. Current connection fee is \$500.00 plus water rights fee (\$1,600.00) does not include labor/equipment. Mrs. Holguin asked if we could let customers know about funding available with USDA, Mr. Lopez said we provide the information on the website and our customer service department also provides that information. We are also able to provide payment plans, except when there is a third-party company involved. Third party companies always want to be paid right after the work is done. Dona Ana Water charges \$3,255.00 and the City of Las Cruces charges \$2,720.00. The new water connection fee will total \$3,100.00.

X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, June 21, 2023 at our La Mesa Office and via Zoom.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate**
- B. Approve Council of Governments Membership w/resolution**
- C. RCAC Rate Increase Report**

Ms. Nichols has reissued the RFP for the Sewer Project, the date to receive proposals is May 22, 2023. We will need to have a Special Meeting on May 25th at 9:00 on Zoom. Mrs. Holguin asked Mr. Cadena to be her designee to serve on the RFP Committee, Mr. Cadena agreed to serve. Mr. Lopez said we are slated to get the RCAC Rate Report soon and would like to put it on the agenda soon. Mrs. Holguin said she was concerned about increasing the rates, but is not opposed to a low increase. She said there is no rush we could put it on the next or the following agenda. Mr. Lopez said we would like to

be self sufficient but that is impossible. We try to cut back on expenses as much as possible Ms. Jackson is working with the Electric Company to see if there is savings there. Ms. Nichols applies for the maximum in funding. Mr. Mike Lopez also tries to save where he can, parts, gas and diesel have all gone up in price. Mr. Lopez estimates that permits for well sites will go up once its time to renew them. Ms. Jackson estimates we will have to pull money from reserves to pay for well break downs and anything needed at Rincon location.

XI. Motion to Adjourn: Mr. F Smith motioned to adjourn the meeting at 10:23 a.m. and Mr. Cadena seconded the motion.

These minutes will be presented to the board for approval on the 21st Day of June, 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, May 17, 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: Mr. P. Smith _____ (District #1), (District #2) is Vacant, James Cadena _____ (District #3), Mrs. Holguin _____(District #4), (District # 5) is Vacant, Mrs. Juarez _____(District #6), Mr. F. Smith_____ (District #7)
- II. Pledge of Allegiance
- III. Motion to approve Agenda
- IV. Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on April 19, 2023
- V. Presentations
- 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. Accept Board Director Paul Smith's resignation effective today, May 19, 2023 – may postpone
 - B. Motion to adopt Resolution #FY2023-18 Open Meetings Act (which includes the Board of Directors Regular Board Meeting Schedule)
 - C. Motion to adopt Resolution #FY2023-19 Adopting Interim Budget for FY2024
 - D. Motion to amend Customer Policies to include prohibitive language for the use of water for controlled substances
 - E. Termination of Membership for Delinquent Accounts
 - F. Discussion of ICIP FY2025-29
 - G. Motion to amend The Schedule of Rates & Fees – Water meter installation fees
- X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, June 21, 2023 at our La Mesa Office and via Zoom.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate
- B. Approve Council of Governments Membership w/resolution

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, April 19, 2023 AT THE EAST 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:** Vice Chair called the meeting to order at 9:04 a.m. Mr. P. Smith was absent (District #1), (District #2) is Vacant, James Cadena was present via Zoom (District #3), Mrs. Holguin was present via telephone (District #4), (District # 5) is Vacant, Mrs. Juarez was present (District #6), Mr. F. Smith was present (District #7). Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson, Projects Specialist Patricia Charles, Accounting Assistant John Schroder and Operations Manager was present via Zoom. Guests present Joshua Smith LRGPWWA Attorney, Karl Pennock with RCAC, Ricardo Maldonado and Michael Wright from Wilson & Company, Tyler Hopkins from Bohannon Huston, Marty Howell from Souder, Miller & Assoc. and Mary Berry LRGPWWA staff member.
- II. **Pledge of Allegiance:** The pledge was led by General Manager Martin Lopez
- III. **Motion to approve Agenda:** Mr. Lopez requested the agenda be rearranged to New Business after the Staff Recognition. Mrs. Juarez made the motion to approve the agenda as Mr. Lopez suggested. Mr. Cadena seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on March 15, 2023:** Mr. Lopez wanted the agenda corrected. Mrs. Berry 's first name was misspelled. Mrs. Juarez made the motion to approve the minutes for the regular board meeting on March 15, 2023 with the corrections. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- V. **Staff Recognition for years of service:** Mr. Lopez presented Mrs. Berry and Mr. Schroder with a plaque for years of service. Mrs. Berry has been with us 10 years; she operates the East Mesa office she is an asset to us. Her husband Bill was an operator for the Butterfield System. Both have lots of useful historical information for this area. Mr. Schroder has been with us for 5 years; he works with Ms. Jackson and is also an asset filling in as an IT tech. Mr. Lopez thanked them both for their service and appreciates having them as staff members of LRGPWWA.
 - A. 10 years of service – Mary Berry, Billing/Collections Clerk
 - B. 5 years of service – John Schroder, Accounting Assistant
- VI. **Presentations: RCAC -Karl Pennock Draft Rate Presentation:** Mr. Pennock said he worked with LRGPWWA on various rate studies in the past. LRGPWWA has been growing by 5% annually with diverse revenue streams. The last rate increase was in 2014 and was phased in 3 years. LRGPWWA's rates are in line with surrounding systems. From his findings what is needed is revenue for system to meet water & sewer system maintenance needs. LRGPWWA has a good rate structure which can be built on. If LRGPWWA continues on this path over 5 years the system would deteriorate. The system would not meet debt requirements and operating capacity. The increases could take place over a period of several years in small increments. SEWER- there will be an estimated increase in connections from 716 to 1142 in the Brazito area. There will then be additional operating expenses in that area as well. LRGPWWA rates are considerably lower than other area systems. The recommendation is a 35% uniform increase to the existing base plus usage charges in FY24-FY28. The increases would be phased in over a multi-year period. In summary- additional revenue is needed to maintain operations and pay for needed infrastructure (especially sewer) to build needed capacity.
- VII. **Public Input:** none
- VIII. **Managers' Reports**

- A. General Manager:** Mr. Lopez provided a written report and stood for questions. Rincon update- the water rights transfer approved by State Engineer, NMED has approved and transferred Rincon system, billing notification to customers, office is partial operational, backhoe moved to system & bank accounts will be closed after last clear. May 1st will be the first LRG billing. Allowed UTEP/UNM Mental Health Resources staff to setup information booth at the Mesquite office, 15th of month for the next few months. 2022 water audits complete and submitted to NMED along with water and sewer user rate information. TDS New Horizon Subdivision Phase I (52 lots) will be requesting water service. LRGPWWA staff (Mike, JJ, Patty & Angie) will participate at the Children Water Festival in Las Cruces on May 3rd. We need to update Member Customer Policy to include prohibitive language for the use of LRGPWWA for controlled substances. The disclaimer has been added to most of our customer documents but needs to be added to our Customer Policies. He will send Ms. Charles the information for the update to add to next month's board meeting.
- B. Projects:** Ms. Nichols provided a written report and stood for questions. We received the Capital Outlay Grants list and is provided in her report. We received \$50,000.00 for radio read meters for Talavera. She put in 3 applications to Drinking Water for Lead Service Line Inventory for LRGPWWA, Alto de Las Flores and Talavera. The applications for LRGPWWA and Alto del Las Flores are complete, waiting on documentation from Talavera to complete their application.
- C. Operations:** Mr. Lopez provided a written report and stood for questions. The forced main from Brazito to Mesquite is working fine now. We started to rod the Brazito to Mesquite force main twice a month for maintenance. Mr. F Smith asked if we had totally converted to gas chlorine. Mr. Lopez said the Central well is has been converted and we are working on converting the other 2 wells. Production increased in the month of March from 36.61 million gallons last year to 40.71 million gallons this year.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. Her report is exactly the same as the 3rd quarter report she presented earlier in the meeting. There will be budget adjustments at the next board meeting. Mr. Lopez said he received an email from the County about the possibility of taking over part of their utilities. Mr. Lopez would like the board to consider a work a work session to look at the pros and cons. He would like us to look at the utilities in Rincon and South-Central near Vado only. He thinks the other areas do not make sense for LRGPWWA.

IX. Unfinished Business: none

X. New Business

- A. Discussion and consideration for the Newest Contract from Wilson & Company:** Mrs. Juarez made the motion to approve the contract from Wilson & Co. Mrs. Holguin seconded the motion. Ms. Nichols said we did not have a new contract proposal yet. Ms. Nichols said Ricardo Maldonado and Michael Wright from Wilson & Company are in attendance today. LRGPWWA's board approved the new contract at last months board meeting for over \$130,000.00 which added \$80,000.00 to the cost of the project. Now Wilson & Co. would like to add the outstanding balance from the old expired contract of \$48,748.41 plus tax to the new contract. Mr. Wright said the project was not completed due to the Contractors delays. He said it was a time issue due to the contractor's inability to deliver a finished product they continued to provide services after the contract expired. Mr. Lopez said looking at the deliverables in amendment #3 on the old contract the bulk of the final invoice deals with the completion of the project. He does not see how we can pay for items that were not delivered This can not be paid if the project is not finished. The new contract has increased by \$80,000.00 already. Mrs. Juarez asked what the staff's recommendation was and Mr. Lopez said we had 3 options, option 1 approach the Surety Bond Co., option 2 amend the contract just approved last month or option 3 re-draft a new contract and demonstrate that there is no double dipping. Ms. Nichols said she needed a funding analysis from Wilson & Co. to send to the funding agency. Mrs. Juarez asked Mr. J Smith (LRGPWWA Attorney) what his recommendation was and Mr. Smith said in order to pay the old contract balance, we need to amend the contract just approved last month or creating a new contract. But it needs to show the basis for the additional fees and reflect all work to be done. Mrs. Juarez asked if we have enough funds and Ms. Nichols said yes, we have a contingency amount for this project. Mr. F Smith said we probably would not be resolving this item today and could have a special meeting to resolve this item if needed. Mrs. Juarez asked that Staff and LRGPWWA Attorney work with Wilson & Co. and amend the contract approved last week, with clarifications on what is being paid. Mrs. Juarez amended her motion to authorize staff and Wilson & Co. to present an amended contract to include the last invoice amount on the old contract. Mrs. Holguin seconded the amended motion, the motion passed with all in favor. Mrs. Juarez thanked

Wilson & Co. and Ms. Nichols and staff for working so hard in getting this resolved. Mr. Wright wanted to recap that they will be working with LRGPWVA & legal to amend contract to include up to the additional amount.

B. Motion to adopt Resolution #FY2023-17 Adopting & Approving 3rd Quarter Budget Report: Mrs. Juarez made the motion to adopt resolution #FY2023-17 adopting & approving 2nd quarter budget report. Mr. Cadena seconded the motion, the motion passed with all in favor. Ms. Jackson said we are currently at 73% of our revenue and 75% of our expenses. We will need a budget adjustment at our next board meeting due to the expenses incurred with the recent sewer line collapse.

XI. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, May 17, 2023 at our La Mesa Office and via Zoom.

- A. Have any Board Members participated in training? If so, please give us a copy of your certificate
- B. Motion to amend The Schedule of Rates & Fees – Water meter installation fees
- C. Budget adjustment resolution
- D. Update Customer Policies to include prohibitive language for the use of water for controlled substances

XII. Motion to Adjourn: Mrs. Juarez made the motion to adjourn the meeting at 10:

These minutes will be presented to the board for approval on the 17th Day of May, 2023 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Glory Juarez, Secretary

LRGPWWA
Manager's Report
May 17, 2023

- Rincon MDWCA
 - First billing was sent-did not seem to have any problems
 - Insurance Policies have been canceled
 - All funds have been transferred
 - Meter replacement with Radio Read will be this month
 - Still some issues with the network phone at that office
- Invoiced for the Annual Farm Rental for Vado property
- New Horizons Subdivision Phase I in Vado is moving forward and has requested water service
- RCAP requested input pertaining to USDA Rural Development on the new Farm Bill. Karen and I outlined some of the issues and concerns working with the agency
- Met with County staff and consultants on the positive transfer of their wastewater facilities to the Authority. We will be submitting them a list of documents, information, etc. need to provide the Authority Board with a recommendation
- One of our Well Technician trainees has submitted his resignation



Lower Rio Grande Public Water Works Authority

Income Statement

Group Summary

For Fiscal: FYE 2023 Period Ending: 04/30/2023

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue				
40000 - Operating Revenue	3,409,550.00	217,962.98	2,739,140.87	670,409.13
40001 - Activation & Connection Fees-Sewer	525.00	0.00	0.00	525.00
40002 - Installation Fees	153,750.00	17,833.33	83,007.47	70,742.53
40003 - Activation & Connection Fees-Water	5,250.00	5,816.67	27,750.01	-22,500.01
40005 - Backflow Testing	7,350.00	0.00	6,350.00	1,000.00
40006 - Tampering Fee/Line Breaks	0.00	500.00	3,211.00	-3,211.00
40007 - Delinquency Fee	78,750.00	6,200.00	70,600.00	8,150.00
40008 - Penalties-Water	78,750.00	7,046.70	80,678.80	-1,928.80
40009 - Membership Fees	5,250.00	800.00	6,050.00	-800.00
40010 - Impact Fees	42,000.00	7,016.64	59,463.12	-17,463.12
40011 - Returned Check Fees	525.00	70.00	525.00	0.00
40012 - Credit Card Fees	12,600.00	1,422.00	14,312.00	-1,712.00
40013 - Miscellaneous Revenue	210.00	-3,675.00	-3,495.00	3,705.00
40015 - Penalties-Sewer	6,300.00	2,239.75	21,945.41	-15,645.41
40017 - Hydrant Meter Rental Fee	5,250.00	0.00	3,500.00	1,750.00
40018 - Permit Fees	0.00	0.00	600.00	-600.00
40019 - DAC Trash Coupons	1,050.00	66.00	582.00	468.00
40020 - Miscellaneous Revenue-Sewer	5,250.00	63.04	630.40	4,619.60
40025 - DAC Sewer Revenue	0.00	3,794.24	44,114.07	-44,114.07
45000 - Tower Rent	5,250.00	500.00	5,000.00	250.00
45001 - Billing Adjustments-Water	0.00	-67.26	-5,194.94	5,194.94
45005 - Fiscal Agent Fees	52,500.00	5,147.07	52,528.04	-28.04
45010 - Interest	0.00	43.28	459.89	-459.89
45015 - Copy/Fax	105.00	13.00	87.70	17.30
45020 - Other Income	47,250.00	4,840.31	9,374.88	37,875.12
45022 - Annual Farm Rental	5,250.00	0.00	2,500.00	2,750.00
45025 - Contract Services	102,000.00	3,352.19	33,009.48	68,990.52
45030 - Transfers In	300,000.00	0.00	430,000.00	-130,000.00
49000 - Recovered Bad Debts	0.00	200.00	1,200.00	-1,200.00
Revenue Total:	4,324,715.00	281,184.94	3,687,930.20	636,784.80
Expense				
60001 -Transfers to Reserve	0.00	10,000.00	100,000.00	-100,000.00
60005 - Accounting Fees	525.00	0.00	0.00	525.00
60010 - Audit	14,700.00	0.00	13,650.00	1,050.00
60020 - Bank Service Charges	15,750.00	3,586.35	32,135.52	-16,385.52
60025 - Cash Short/Over	525.00	0.00	1,065.68	-540.68

60026 - Computer Hardware	10,500.00	0.00	13,842.27	-3,342.27
60030 - Dues and Subscriptions	3,150.00	0.00	2,140.00	1,010.00
60035 - Engineering Fees	63,000.00	3,245.62	32,182.33	30,817.67
60045 - Late Fees	8,340.00	0.00	449.58	7,890.42
60050 - Legal Fees	5,250.00	97.37	5,259.00	-9.00
60055 - Legal Notices	2,625.00	0.00	647.92	1,977.08
60060 - Licenses & Fees	12,540.00	110.00	8,554.49	3,985.51
60065 - Meals	2,625.00	0.00	977.13	1,647.87
60075 - Permit Fees	8,865.00	0.00	1,514.58	7,350.42
60080 - Postage	3,150.00	295.24	2,157.70	992.30
60090 - Professional Fees-Other	10,500.00	10,831.25	10,831.25	-331.25
60120 - Retirement Account Fees	6,825.00	5,069.84	20,020.10	-13,195.10
60125 - Easements & Leases	10,500.00	0.00	7,955.86	2,544.14
60130 - Training	5,250.00	60.00	5,768.94	-518.94
60140 - Travel:Airfare Per Diem	3,150.00	0.00	0.00	3,150.00
60150 - Travel:Lodging Per Diem	4,200.00	0.00	5,205.97	-1,005.97
60155 - Travel:Meals Per Diem	2,100.00	0.00	935.74	1,164.26
60160 - Travel:Mileage/Parking Per Diem	1,575.00	0.00	0.00	1,575.00
60165 - Travel:Vehicle Rental Per Diem	1,050.00	0.00	0.00	1,050.00
60600 - Debit Service	307,750.00	17,827.97	147,398.97	160,351.03
60625 - Interest paid to NMED	14,700.00	0.00	0.00	14,700.00
60650 - Interest paid to NMFA	38,850.00	1,697.66	24,479.78	14,370.22
60675 - Interest paid to USDA	150,500.00	27,455.27	211,954.49	-61,454.49
60680 - RCAC Interest Expense	0.00	0.00	102,731.28	-102,731.28
63000 - Regular Pay	1,176,000.00	97,005.31	953,460.09	222,539.91
63001 - Overtime	57,225.00	1,871.86	37,039.93	20,185.07
63006 - Holiday Pay	59,325.00	0.00	61,404.01	-2,079.01
63007 - Sick Pay	52,500.00	5,579.83	64,261.81	-11,761.81
63008 - Annual Leave Pay	123,900.00	7,220.41	92,678.48	31,221.52
63010 - 401K 10% Company Contribution	5,250.00	0.00	0.00	5,250.00
63020 - 401K Employee Contribution	2,100.00	0.00	0.00	2,100.00
63040 - Administrative Labor	5,250.00	0.00	0.00	5,250.00
63070 - Employee Benefits-401K Contrib	176,925.00	3,145.82	32,506.54	144,418.46
63100 - Insurance-Dental	13,125.00	3,143.76	9,590.36	3,534.64
63110 - Insurance-Health	310,000.00	26,991.35	255,192.75	54,807.25
63115 - Salaries: Insurance - Work Comp	15,750.00	0.00	13,136.00	2,614.00
63125 - Insurance: Life & Disability	20,000.00	1,756.20	15,324.37	4,675.63
63130 - Mileage	1,575.00	0.00	219.15	1,355.85
63135 - Drug Testing	1,000.00	90.00	788.00	212.00
63160 - Payroll Taxes-Medicare	21,525.00	1,648.76	17,557.71	3,967.29
63170 - Payroll Taxes-Social Security	84,525.00	7,049.79	75,074.09	9,450.91
63180 - Payroll Taxes-State Unemployment	0.00	0.00	9,391.66	-9,391.66
63195 - Taxes, Liability, Insurance: Cobra Fee	0.00	75.00	790.00	-790.00
63200 - Vision Insurance	4,200.00	310.98	3,208.63	991.37
64100 - Sewer:DAC Waste Water Flow Charge	52,500.00	5,026.41	54,801.05	-2,301.05
64200 - Sewer:Electricity-Sewer	24,450.00	1,064.95	13,173.76	11,276.24
64300 - Sewer:Lab & Chemicals-Sewer	10,500.00	3,176.60	16,895.25	-6,395.25

64500 - Sewer:Supplies & Materials	29,925.00	0.00	357.02	29,567.98
64501 - Pre Paid Tank Site Lease	1,706.25	0.00	1,500.00	206.25
65010 - Automobile Repairs & Maint.	52,500.00	1,486.43	33,396.82	19,103.18
65230 - Computer Maintenance	73,500.00	4,381.04	80,847.67	-7,347.67
65240 - Equipment Rental	5,125.00	0.00	2,270.31	2,854.69
65250 - Fuel	90,000.00	7,103.49	75,989.00	14,011.00
65255 - GPS Insights Charges	7,350.00	0.00	6,138.67	1,211.33
65260 - Kitchen & Cleaning Supplies	1,050.00	0.00	0.00	1,050.00
65270 - Lab Chemicals-Water	5,250.00	199.95	1,096.16	4,153.84
65275 - SCADA Maintenance Fee	2,100.00	48.04	509.12	1,590.88
65276 - Test Equipment Calibration	2,100.00	0.00	119.00	1,981.00
65277 - Generator Maintenance Contract	3,150.00	826.69	3,443.66	-293.66
65278 - Meter Testing/Repair/Replacement	64,234.00	0.00	7,818.87	56,415.13
65280 - Lab Chemicals-Water:Chemicals	36,750.00	4,081.40	38,813.60	-2,063.60
65300 - Locates	2,625.00	753.00	3,040.00	-415.00
65310 - Maint. & Repairs-Infrastructure	98,250.00	7,260.09	284,366.22	-186,116.22
65320 - Maint. & Repairs-Office	13,125.00	694.03	15,628.52	-2,503.52
65330 - Maintenance & Repairs-Other	248,265.00	7,575.09	73,667.26	174,597.74
65340 - Materials & Supplies	99,749.75	1,083.65	32,405.83	67,343.92
65345 - Non Inventory-Consumables	52,500.00	1,133.65	39,075.35	13,424.65
65350 - Office Supplies	10,500.00	901.48	15,258.15	-4,758.15
65360 - Printing and Copying	60,000.00	4,404.83	42,785.59	17,214.41
65370 - Tool Furniture	10,500.00	251.55	13,870.98	-3,370.98
65390 - Uniforms-Employee	15,750.00	3,185.52	16,934.78	-1,184.78
65490 - Cell Phone	21,000.00	1,684.38	17,225.96	3,774.04
65500 - Electricity-Lighting	6,300.00	249.84	5,273.19	1,026.81
65510 - Electricity-Offices	15,750.00	508.53	11,615.34	4,134.66
65520 - Electricity-Wells	210,000.00	7,751.79	183,636.19	26,363.81
65530 - Garbage Service	3,150.00	293.29	2,802.99	347.01
65540 - Natural Gas	3,150.00	293.56	2,323.31	826.69
65550 - Security/Alarm	5,250.00	0.00	1,341.32	3,908.68
65560 - Telephone	21,000.00	7,925.07	23,136.92	-2,136.92
65561 - Telstar Maintenance Contract	7,350.00	0.00	0.00	7,350.00
65570 - Wastewater	9,390.00	245.44	1,998.46	7,391.54
66200 - Insurance-General Liability	94,500.00	22,380.00	96,043.00	-1,543.00
66700 - Water Conservation Fee	15,750.00	1,221.23	12,587.28	3,162.72
Expense Total:	4,324,715.00	333,356.66	3,625,668.76	699,046.24
Total Surplus (Deficit):	0.00	-52,171.72	62,261.44	-62,261.44

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 5/17/2023**

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) – Change Order #4 to add CIF funds was approved by Colonias and RD. Work is ongoing in the Mintor area. Project meeting was held 5/4/23. We resolved an issue with NMED-CPB regarding how Colonias funds can be used for the project and Estimate of Funds #5 and Requisition #1 are pending approval.

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: Twelve draws have been submitted for RD funds. Change Order #5 for electrical work in the chlorine room and the addition of a roof ladder has been approved. Start-up of the treatment plant is underway. Project should be fully complete in late June.

LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,586,286.00

- SAP 21-F2723-STB \$1,200,000: Met with the contractor's bonding company attorney and representatives from C&E Industrial and Wilson & Co. on 12/12/22. Contractor came into the meeting with a new proposed modular building subcontractor that is on the approved list, agreed to cover the cost increase over what the initial subcontractor was charging, and proposed a new construction schedule. Based on this, Change Order #1 was approved on 12/22/22 with a new Substantial Completion date of 10/22/23. Pay App #8 has been paid. Wilson & Co. new contract adding nearly \$80,000 to the project cost was approved by the board in March and has been submitted to NMED after I provided an accurate funding analysis to accompany it. In May, they board authorized staff to negotiate with them for an amendment adding the remainder of the old contract, but they have not provided a proposed amendment. Contractor has not provided complete submittals for either building, but expects to have the septic tank installed by May 12 and is working with the metal and modular building subs to complete the submittals. Wilson recommended a 2nd Notice of Potential Default and Josh concurred with issuing it on 5/10/23.

Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle: Currently only includes the initial five systems. Brazito combine & commingle has been approved, Rincon transfer of water rights has been complete.

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 still working with the engineer and contractor to get an affordable building for the new booster skid.

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 #1 has been submitted. Design work is underway. Additional funding will be needed to get it set up onsite.

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 Notice to Proceed has been issued, contract will start 4/28/23. Letter has been sent to nearby residents about the project and potential drilling noise. Three Requisitions have been submitted. Phase II 90% design review letter was received from NMED-CPB on 4/6/23 and 8 Requisitions have been submitted.

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. –Phase II funding is closed out. Engineering contract amendment #9 has been submitted to NMED-CPB for the remainder of the work for Phase III, but contract has expired and we will finish it under the On-Call procurement. Substantial completion walk-thru was held on 4/5/23. EPEC is now saying they will not approve the overhead service line that they had approved in design, and SMA is working with them to get variance to get it approved.

LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP – Project is now closed out. Funding application for the next phase was approved by the Water Trust Board for legislative authorization. Authorization bill received legislative approval. WTB approved funding, and NMFA Board meets on 5/25/23 for final approval. NM OSE review of this application is requiring an update of our Water Conservation Plan, and DB Stephens has been engaged to take care of that. This plan needs to be updated after the Rincon merger is complete and we have usage data for them.

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 two new NM DOT permits. DB Stephens has an as-needed Task Order for a Water Master Plan update.

Other projects:

NM 2023 Legislature:

Legislative Report is final and available on the Directors Only page.

Infrastructure Capital Improvements Plan 2025-2029: ICIP deadline is July 14th. Met with Operations Dept. to discuss infrastructure & equipment needs on May 9th, will meet with Tiffany Goolsby, SCCOG, on the 15th. Board will need to adopt the plan at the June meeting.

Reporting to Funding Agencies: Quarterly CIF Reports were submitted for the 2nd Quarter; SAP monthly reporting Capital Outlay and US Census Construction reporting are 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 –I have not attended any training in the past month. Patty attended ICIP Virtual Training & Capital Outlay Process Training

Collection & Lien Procedures - 309 first notifications, 306 certified letters have been sent and 139 liens have been filed to date. 56 liens have been released following payment in full of the account.

Water Audits – Water Audit Committee meets for the 2022 audits on 3/28/23.

Rate Study –Public meetings tbd

Cyber Security Assessment – Our insurance company is requiring training for all employees on phishing & malware, Patty has administered the 2021 training for all employees.

NM Board of Licensure for PEs & Surveyors – I have been appointed by the Governor to this board and assigned to the Professional Engineering Committee. PEC met on 4/20 and full board on 4/21/23 in Ruidoso.

Lower Rio Grande PWWA

Operators Report

May 17, 2023

Backflow inspections are Current. (Mesquite District)

- For the month of April, we were issued 211 work and service orders.
- For the month of March, we were issued 285 work and service orders.
- For the month of April, we installed 4 new water service connections in the South Valley Area.
- For the month of April, we installed 2 new water services.
- We had one service line break at the East Mesa service area.
- We had 1 Main line water break in the South Valley area.
- The force main from Brazito to Mesquite is working fine.
- We started to rod the Brazito to Mesquite force main twice a month for maintenance.

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

Mesquite and Organ Sewer Reports. The Organ Pond's and Mesquite Wetland Wastewater reports were sent on February 1st. The Organ facility is due twice a year and the Mesquite Facility is due every Quarter the next one is due July 2023.

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 Public Water Works Authority
Resolution Number FY2023-18
Open Meetings Act Resolution for FY2024

WHEREAS, THE Lower Rio Grande Public Water Works Authority (LRGPWWA) Board of Directors met in regular session at the LRGPWWA La Mesa Office, 521 St. Valentine, La Mesa, NM, on Wednesday, May 17, 2023, at 9:00, a.m., as required by law; and

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

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

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the LRGPWWA Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

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

1. All meetings shall be held at the offices of the Lower Rio Grande Public Water Works Authority at the locations indicated in the attached schedule of meetings notice and/or online in accordance with New Mexico Attorney General Office guidance, or as indicated in the meeting notice.
2. Unless otherwise specified, or adjusted to accommodate holidays, regular meetings shall be held each month on the third Wednesday of the month at 9:00 a.m. The agenda will be available at least seventy-two (72) hours prior to the meeting from the LRGPWWA Projects Department, whose office is located in Anthony, New Mexico. The agenda will usually also be posted at all of the offices of the LRGPWWA which are open to the public, at the public locations throughout all of the communities served by the LRGPWWA's water systems for which the LRGPWWA Projects Department maintains a list, and on the LRGPWWA's website at <https://lrgauthority.org/notices/>, and meeting notices will usually be emailed to any individual or entity who requests to be included in the LRGPWWA's board notification email list.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten (10) days in advance of the meeting date. The notice will include a copy of the agenda or

information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the LRGPWWA's website at <https://lrgauthority.org/notices/>.

4. Special meetings may be called by the Chair or a majority of the directors upon three (3) days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before the meeting and posted on the LRGPWWA's website at <https://lrgauthority.org/notices/>.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The LRGPWWA Board of Directors will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the directors with twenty-four (24) hours prior notice, unless threats of personal injury or property damage require less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the LRGPWWA Board of Directors will notify the Attorney General's Office of the action that was taken and the circumstances creating the emergency.

6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the customer lobby of the LRGPWWA offices which are open to the public. Copies of the written notice shall also be mailed or emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is posted in the customer lobby of all LRGPWWA offices that are open to the public. Telephone or email notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Mesquite office of the LRGPWWA at 575-233-5742, by mail at P.O. Box 2646, Anthony, NM 88021, or by email at board@lrgauthority.org at least one (1) 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 use the same contact information if a summary or other type of accessible format is needed.

9. The LRGPWWA may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the LRGPWWA Board of Directors taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the LRGPWWA Board of Directors is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the LRGPWWA Board of Directors in an open public meeting.

Passed by the Lower Rio Grande Public Water Works Authority Board of Directors this 17th day of May 2023.

SEAL:

Esperanza Holguin, Board Chair

Attest:

Glory Juarez, Secretary

Lower Rio Grande Public Water Works Authority

Amended Board of Directors Schedule for Meetings 2023-2024 *Modificado Horario de Reuniones de la Junta Directiva 2023-2024*

Unless otherwise specified to accommodate Holidays, the Lower Rio Grande PWWA Board will meet the third Wednesday of each month at 9:00 a.m. at the La Mesa Office 10 months and at 9:30 at the East Mesa Office in September & April. Agendas will be available seventy-two hours prior to the meeting at each Lower Rio Grande PWWA office that is open to the public.

A menos que se especifique lo contrario para adaptarse a los días festivos, la Junta de Lower Rio Grande PWWA se reunirá el tercer miércoles de cada mes a las 9:00 a. m. en la oficina de La Mesa durante 10 meses y a las 9:30 en la oficina de East Mesa en septiembre y abril. Las agendas estarán disponibles setenta y dos horas antes de la reunión en cada oficina de PWWA del Bajo Río Grande que esté abierta al público.

9:00 a.m. July 19, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 19 de Julio, 2023
9:00 a.m. August 16, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 16 de agosto, 2023
<u>9:30 a.m. September 20, 2023</u>	East Mesa, 9774 Butterfield Blvd.	<u>9:30 a.m. 20 de septiembre, 2023</u>
9:00 a.m. October 18, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 18 de octubre, 2023
9:00 a.m. November 15, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 15 de noviembre, 2023
9:00 a.m. December 13, 2023	La Mesa, 521 St. Valentine	9:00 a.m. 13 de diciembre, 2023
9:00 a.m. January 17, 2024	La Mesa, 521 S. Valentine	9:00 a.m. 17 de enero, 2024
9:00 a.m. February 21, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 21 de febrero, 2024
9:00 a.m. March 20, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 20 de marzo, 2024
<u>9:30 a.m. April 17, 2024</u>	East Mesa, 9774 Butterfield Blvd.	<u>9:30 a.m. 17 de abril, 2024</u>
9:00 a.m. May 15, 2024	La Mesa, 521 St. Valentine	9:00 a.m. 15 de mayo, 2024
9:00 a.m. June 19, 2024*	La Mesa, 521 St. Valentine	9:00 a.m. 19 de junio, 2024

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

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

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



LOWER RIO GRANDE

Public Water Works Authority

www.lrgauthority.org

Resolution #FY2023-19

Approving Interim FY2024 Budget

Whereas, in order to comply with Sections 6-6-1 and 6-6-2 NMSA 1978 and to apply for CDBG funding, the Board of Directors wishes to adopt and pass a resolution to approve the Interim FY2024 Budget on May 17, 2023.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve and adopt the Interim FY2023 Budget officially approved on May 17, 2023.

PASSED, APPROVED, AND ADOPTED: May 17, 2023

Esperanza Holguin, Chairman

Seal:

Glory Juarez, Secretary

State of New Mexico
Local Government Budget Management System (LGBMS)

Operating Budget - Fiscal Year 2023-2024
Lower Rio Grande Public WWA - Interim - Entity
Detail Report Sorted by Fund and Department

Printed from LGBMS on 2023-05-15 15:31:53

11000 General Operating Fund

10000 Assets

0001 No Department

10100 Cash Assets	Original Budget
10101 Unrestricted Cash	1,487,931.00
10102 Restricted Cash	660,559.00
10100 Totals	2,148,490.00
0001 Totals	2,148,490.00
10000 Assets Totals	2,148,490.00

60000 Other Financing Sources

0001 No Department

61000 Transfers	Original Budget
61200 Transfers Out	(525,000.00)
61000 Totals	(525,000.00)
0001 Totals	(525,000.00)
60000 Other Financing Sources Totals	(525,000.00)

50100 Water Enterprise

40000 Revenues

0001 No Department

44000 Charges for Services	Original Budget
44010 Administrative Fees	15,875.00
44190 Rental Fees	8,750.00
44220 Water Use Fees	3,565,000.00
44230 Utility Service Fees	20,000.00
44240 Utility Connection Fees	60,000.00
44250 Utility Re-Connection Fees	151,000.00
44270 Impact Fees	50,000.00
44990 Other Charges for Services	12,000.00
44000 Totals	3,882,625.00
46000 Miscellaneous Revenues	Original Budget
46030 Interest Income	500.00
46050 Joint Power Agreements Income	35,000.00
46900 Miscellaneous - Other	114,350.00
46000 Totals	149,850.00
0001 Totals	4,032,475.00
40000 Revenues Totals	4,032,475.00

50000 Expenditures

6003 Water Utility/Authority

51000 Salary & Wages (FTE required)	Original Budget
51020 Salaries - Full-Time Positions	1,283,000.00
51060 Salaries - Overtime	41,500.00
51900 Salaries - Other Wages	280,000.00
51000 Totals	1,604,500.00
52000 Employee Benefits	Original Budget
52010 FICA - Regular	95,000.00

52011 FICA - Medicare	33,000.00
52020 Retirement	210,000.00
52030 Health and Medical Premiums	310,000.00
52040 Life Insurance Premiums	20,000.00
52050 Dental Insurance Premiums	13,000.00
52060 Vision Insurance Medical Premiums	4,500.00
52080 Other Insurance Premiums	2,000.00
52100 Workers' Compensation Premium	15,750.00
52000 Totals	703,250.00
53000 Travel Costs	Original Budget
53030 Travel - Employees	14,000.00
53050 Transportation Costs	1,500.00
53000 Totals	15,500.00
54000 Purchased Property Services	Original Budget
54030 Maintenance & Repairs - Grounds/Roadways	120,000.00
54040 Maintenance & Repairs - Vehicles	65,000.00
54999 Other Maintenance	175,500.00
54000 Totals	360,500.00
55000 Contractual Services	Original Budget
55010 Contract - Audit	14,000.00
55030 Contract - Professional Services	200,500.00
55999 Contract - Other Services	13,225.00
55000 Totals	227,725.00
56000 Supplies	Original Budget
56020 Supplies - General Office	16,000.00
56030 Supplies - Field Supplies	60,000.00
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	25,000.00
56110 Supplies - Uniforms/Linen	18,000.00
56120 Supplies - Vehicle Fuel	100,000.00
56999 Supplies - Other	152,000.00
56000 Totals	371,000.00
57000 Operating Costs	Original Budget
57050 Employee Training	5,000.00
57070 Insurance - General Liability/Property	100,000.00
57080 Postage	3,250.00
57090 Printing/Publishing/Advertising	60,000.00
57150 Subscriptions & Dues	3,250.00
57160 Telecommunications	46,000.00
57170 Utilities - Electricity	231,500.00
57171 Utilities - Natural Gas	3,000.00
57999 Other Operating Costs	103,000.00
57000 Totals	555,000.00
59000 Debt Service	Original Budget
59010 Debt Service - Principal Payments	330,000.00
59020 Debt Service - Interest Payments	165,000.00
59000 Totals	495,000.00
6003 Totals	4,332,475.00
50000 Expenditures Totals	4,332,475.00
60000 Other Financing Sources	
0001 No Department	
61000 Transfers	Original Budget
61100 Transfers In	300,000.00
61000 Totals	300,000.00

0001 Totals	300,000.00
60000 Other Financing Sources Totals	300,000.00

50300 Wastewater/Sewer Enterprise

40000 Revenues

0001 No Department

44000 Charges for Services Original Budget

44230 Utility Service Fees	235,000.00
44240 Utility Connection Fees	20,750.00
44990 Other Charges for Services	20,000.00

44000 Totals 275,750.00

46000 Miscellaneous Revenues Original Budget

46900 Miscellaneous - Other	50,000.00
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46000 Totals 50,000.00

0001 Totals 325,750.00

40000 Revenues Totals 325,750.00

50000 Expenditures

6005 Wastewater Utility/Authority

51000 Salary & Wages (FTE required) Original Budget

51020 Salaries - Full-Time Positions	65,000.00
51060 Salaries - Overtime	4,725.00

51000 Totals 69,725.00

52000 Employee Benefits Original Budget

52010 FICA - Regular	525.00
52011 FICA - Medicare	2,625.00
52020 Retirement	7,350.00

52000 Totals 10,500.00

54000 Purchased Property Services Original Budget

54999 Other Maintenance	103,875.00
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54000 Totals 103,875.00

56000 Supplies Original Budget

56030 Supplies - Field Supplies	35,000.00
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56000 Totals 35,000.00

57000 Operating Costs Original Budget

57050 Employee Training	2,200.00
57170 Utilities - Electricity	24,450.00

57000 Totals 26,650.00

59000 Debt Service Original Budget

59010 Debt Service - Principal Payments	185,000.00
59020 Debt Service - Interest Payments	120,000.00

59000 Totals 305,000.00

6005 Totals 550,750.00

50000 Expenditures Totals 550,750.00

60000 Other Financing Sources

0001 No Department

61000 Transfers Original Budget

61100 Transfers In	225,000.00
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61000 Totals 225,000.00

0001 Totals 225,000.00

60000 Other Financing Sources Totals 225,000.00

ALL FUNDS Original Budget

10000 Assets	2,148,490.00
40000 Revenues	4,358,225.00
50000 Expenditures	4,883,225.00
60000 Other Financing Sources	0.00



LOWER RIO GRANDE

Public Water Works Authority

P. O. Box 2646 Anthony, New Mexico 88021 (575) 233-5742

MEMBER - CUSTOMER POLICIES

These policies are issued in compliance with NMSA 1978 73-26-1 and the Governance Document of the Lower Rio Grande Public Water Works Authority and are designed to govern the supplying and taking of services rendered by the Authority. These policies are subject to change from time to time to ensure the proper management of the Authority and until the Authority is no longer indebted to the United States of America, all changes must be approved by the State Director of Rural Development, Department of Agriculture) (hereinafter called "Director"). If a provision of the Member & Customer Policies should conflict with a provision of the Governance Document, the Governance Document provision shall prevail.

1. MEMBER APPLICATION FOR WATER/SEWER SERVICE.

A. Application. Water/Sewer service will be available subject to the capacity of the Authority's facilities. All persons wishing to obtain Membership/water/sewer service from the Authority must be property owners within the Authority's service area as defined in the Authority's Governance Document Article II Section 2.01. Corporations and co-owners of a property are entitled to one Membership ~~one~~ **vote and must make a written designation of the individual person who is eligible to vote or run for office in their application.** Renters shall obtain water/sewer service as stated in Paragraph 1.D. below.

B. Applicants must provide:

- i. Completed and signed MEMBER APPLICATION FOR WATER/SEWER SERVICE (Attachment #1)
- ii. Completed and signed WATER/SEWER USERS AGREEMENT for each connection to the Authority's water or sewer system (Attachment #2)
- iii. Copies of Applicants' photo identification, proof of property ownership, parcel ID number, map code and county designated street address for the property where the service connection will be located.
- iv. Payment of non-refundable Membership Fee, hookup fee, and all other applicable fees from the FEE SCHEDULE (Attachment #2) established by the Authority



LOWER RIO GRANDE

Public Water Works Authority

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- v. If a mobile home is to be placed on the property, the Applicant must provide the Authority with a copy of an approved MHP (mobile home installation permit) from Dona Ana County's Mobile Home Section. This permit shall be for residency and not for storage purposes. For site built homes, a copy of the building permit shall be provided. For applicants who cannot provide proof of either of these county permits, a Conditional Service Connection may be approved, as long as the service is in compliance with USDA Rural Development regulations. Should the County subsequently take action subsequently to remove the structure from the Applicant's property; the property owner will not be reimbursed by the Authority for any fees or costs incurred as a Member, nor does the Authority assume any liability for providing service conditionally without proof or a permit from the County.
- vi. The Applicant shall check with the Lower Rio Grande PWWA regarding any outstanding account balances. Service will not be provided until all outstanding balances are paid in full. See Attachment #8 Real Estate Contract Policy.

C. Approval of Application. Upon submitting of an Application, Water/Sewer Users Agreement, all required documentation and payment of a membership fee, the General Manager or Designee shall promptly review and make a decision on the application. [The LRGPWWA is subject to the conditions of USDA Rural Development as a borrower. § 5001.127 Borrower ineligibility conditions prohibits borrowers from deriving income from illegal drugs, drug paraphernalia, or any other illegal product or activity as defined under Federal statute. Therefore, applications for water or sewer service where products or activities that are illegal under Federal statute will be sold will be denied regardless of the their status under State or Local statute or ordinance.](#) If the application is not approved, the Membership fee shall be refunded. Once the membership application is approved, the fee is not refundable and a non-transferrable Membership Certificate will be issued after the service is installed. Incomplete applications may be grounds for denial of service. A Membership fee must accompany the Application (if applicable). Water/Sewer service will not be available until these forms have been completed, approved by the Authority and all applicable fees have been paid in full. **Please note that this is for a simple installation.**

LRGPWWA Termination of Membership List for Board Approval

May 17, 2023

	Customer Account	Customer Name	Address	City & Zip Code	Current Balance	Lien Filed Write off
1	09-09009-00	Victor Perez	125-2 Dropseed Street	Berino, 88024	\$ 100.00	Lien filed
2	07-07343-00	Jose R Salinas	1360 San Jose Road	La Mesa, 88044	\$ 400.83	Write off
3	03-03012-01	Ernesto Ivan Gonzalez	32 Wild Rose Way	Vado, 88072	\$ 443.54	Lien filed
4	11-07295-00	Anthony F Cieszkewic	2 Pulaski	Anthony, 88021	\$1,029.10	Lien filed
5	03-01165-00	Precila Chavez	119 Cristo	Mesquite, 88044	\$1,184.06	Write off
6	13-05189-00	Harry W Miley	9355 Luna Vista Road	Las Cruces, 88012	\$ 488.35	Lien filed
7	04-09860-05	Maria Magdalena Bonilla	8 Crazy Horse	Vado, 88072	\$1,160.88	Lien filed
8	09-08775-00	Ernesto Corral	128 Saltbush Drive	Berino, 88024	\$2,780.19	Lien filed
9	14-05726-00	Loretta Peile Estate	5153 Larimer Lane	Las Cruces, 88011	\$1,262.24	Lien filed
10	07-07422-00	Frances Herrera	2010-B Archer Farm	La Mesa, 88044	\$1,168.43	Lien filed
11	13-05073-00	Timothy Larson	9640 Dragon Fly Ave	Las Cruces, 88012	\$ 536.33	Lien filed
12	01-09664-02	Erika Reyes	105 Coleman Road	Vado, 88072	\$1,115.79	Lien filed
13	04-01532-01	Alfredo Martinez	25-3 Flower	Vado, 88072	\$1,276.92	Lien filed
14	09-08864-00	Federico Ponce	144 Feathergrass	Berino, 88024	\$1,712.15	Lien filed
15	13-05212-00	Jason Hinzo	7268-2 Macarthur	Las Cruces, 88012	\$ 412.61	Lien filed
16	13-05214-00	Jason Hinzo	7268-5 Macarthur	Las Cruces, 88012	\$ 678.38	Lien filed

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Terminations approved by the Board of Directors on May 17, 2023

P. Charles



www.LRGauthority.org

LOWER RIO GRANDE

Public Water Works Authority

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

Residential Connection Fees

Membership fee:	\$50.00
Water Connection fee (Residential):	\$500.00 <u>\$1,500.00</u>
Water Rights Acquisition fee (Residential):	\$1,600.00 (see Water Rights Acquisition Policy)
Sewer Connection fee:	\$2,500.00
Water Connection Reinstatement fee:	\$500.00
Sewer Connection Reinstatement fee:	\$500.00
Other applicable fees:	(As determined by Board or Designee)

Please note that the above fees are for a simple installation only. Costs for permits, paving, boring, etc. will be estimated and charged in advance. If installation cost exceeds the amount specified above, the Member shall pay the balance due within 30 days of connecting.

Commercial and Industrial Connection Fees

Commercial and Industrial Connection Fees and Water Rights Acquisition Fees shall be approved by the Board on a case by case basis.

Penalty & Other Fees

Delinquency fee:	\$50.00	(effective 7/1/17, \$20 prior)
Delinquency deposit:	\$100.00	
Open or Close water service	\$20.00	

3/4" Water Service Install Using CTS Parts

6 x 3/4" Class Tap Saddle -IPS Thread	\$77.85	
3/4" (FB-1000-3G) Corp Stop CTS	\$76.64	Corp is IPS thread into saddle w/CTS UT to Poly
3/4" Poly Tubing CTS (PECT 075/100 - SDR9)	\$57.00	
3/4" (C44-33U) Straight UT Coupling CTS	\$26.78	
3/4" (C14-33U) Female UT Adapter CTS	\$27.76	
5/8 x 3/4" Meter Setter (VBHH72-12W-MM-44-NL)	\$242.92	
Standard Meter Box Complete	\$48.77	
	<u>\$557.72</u>	Cost of Parts Only - Does not include meter.
3/4" Radio Read Master Meter - New	\$286.90	
3/4" Radio Read Kamstrup Meter - flow IQ 2250	\$347.00	Does not include freight.

Because he pricing fluctuates, these are the highest price paid in the last 12 months. These are the standard parts used to install a 3/4" meter using CTS Poly. The straight coupling is optional and may or may not be needed.

The 6" Tap Saddle is the most common used and is being used only as an example for pricing.

Total \$844.62 or \$904.72

Does not include labor/equipment.

3/4"Water Service Install Using IPS Parts

6 x 3/4" Class Tap Saddle-IPS Thread	\$77.85	
3/4" (FB-1100-3G) Corp Stop IPS	\$70.97	Corp is IPS thread into saddle w/ IPS UT to Poly
3/4" Poly Tubing IPS (PEIP 075/100 - SDIR7)	\$74.00	
3/4" (C66-33U) Straight UT Coupling IPS	\$33.43	
3/4" (C16-33U) Female UT Adapter IPS	\$30.80	
5/8 x 3/4" Meter Setter (VBHH72-12W-MM-33-NL)	\$263.66	
Standard Meter Box Complete	\$48.77	
	<hr/>	
	\$599.48	Cost of Parts Only - Does not include meter.
3/4" Radio Read Master Meter - New	\$286.90	
3/4" Radio Read Kamstrup Meter - flow IQ 2250	\$347.00	Does not include freight.

Because the pricing fluctuates, these are the highest price paid in the last 12 months. These are the standard parts used to install a 3/4" meter using IPS Poly. The straight coupling is optional and may or may not be needed.

The 6" Tap Saddle is the most common used and is being used only as an example for pricing.

Total \$886.38 or \$946.48

Does not include labor/equipment.

Current Connection Fee is \$500.00 plus water rights fee (\$1,600.00) does not include labor/equipment.

Recommend \$1,000.00 to \$1,500.00 plus water rights fee

NMDOT/EBID/DAC and/or other permits charges/fees (bores, pavement cuts, densities, etc.) are in addition.