



LOWER RIO GRANDE
Public Water Works Authority

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

www.LRGauthority.org

Sign In Sheet

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Date: February 24, 2025

Time: 9:00 am

Places: Zoom

Event: Special Board Meeting

SIGNATURE	Print Name, Title, Company	Phone Number	Email Address
<i>Via Zoom</i>	Martin Lopez LRG General Manager	575-233-5742 Ext. 1004	martin.lopez@lrgauthority.org
<i>Via Zoom</i>	Karen Nichols LRG Projects Manager	575-233-5742 Ext. 1018	karen.nichols@lrgauthority.org
<i>P Charles</i>	Patricia Charles LRG Projects Special.	575-233-5742 Ext. 1021	patty.charles@lrgauthority.org
<i>absent</i>	Kathi Jackson LRG Finance Manager	575-233-5742 Ext. 1005	kathi.jackson@lrgauthority.org
<i>absent</i>	John Schroder LRG Accounting Assistant	575-233-5742 Ext. 1006	john.schroder@lrgauthority.org
<i>absent</i>	Mike Lopez LRG Operations Manager	575-233-5742 Ext. 1011	mike.lopez@lrgauthority.org
<i>Espy Holguin</i>	Espy Holguin – District 4 LRG Board Chair	575-644-9543	Espy.holguin@lrgauthority.org
<i>Via Zoom</i>	Glory Juarez – District 6 LRG Board Secretary	575-494-2750	glory.juarez@lrgauthority.org
<i>Via Zoom</i>	James Cadena – District 3 LRG Board Vice Chair	480-206-5930	James.cadena@lrgauthority.org
<i>absent</i>	Enrique Franco – District 2 LRG Board Director	575-649-1610	Enrique.franco@lrgauthority.org
<i>Via Zoom</i>	Juan Perez – District 5 LRG Board Member	575-520-4010	juan.perez@lrgauthority.org
<i>absent</i>	Muriel Bowles – District 7 LRG Board Member	816-266-6686	Muriel.bowles@lrgauthority.org

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —SPECIAL BOARD OF DIRECTORS MEETING

9:00 a.m., Monday February 24, 2025 online - 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 LRGPWVA 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 9:00 a.m. District #1 is Vacant, **Mr. Franco** representing District #2 was absent, **Mr. Cadena** representing District #3 was present via Zoom, **Mrs. Holguin** representing District #4 was present, **Mr. Perez** representing District # 5 was present via Zoom, **Mrs. Juarez** representing District #6 was present via Zoom, **Ms. Bowles** representing District #7 was absent. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles.
- II. **Motion to approve the agenda:** Mr. Perez made the motion to approve the agenda. Mr. Cadena seconded the motion, the motion passed with all in favor.
- III. **New Business:**
 - A. **Motion to approve the minutes for January 15, 2025 Board Meeting:** Mr. Cadena made the motion to approve the minutes for January 15, 2025 board meeting. Mr. Perez seconded the motion, the motion passed with all in favor.
- IV. **Motion to Adjourn:** Mr. Perez made the motion to adjourn the special board meeting at 9:04 a.m.

These minutes will be presented to the board for approval on the 19th Day of March, 2025 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—SPECIAL BOARD OF DIRECTORS MEETING

9:00 a.m., Monday February 24, 2025 online - 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

Join Zoom Meeting

<https://us02web.zoom.us/j/82812310349?pwd=KimpcbctbztbBQ5oP0CB8lB2BtGCml.1>

Meeting ID: 828 1231 0349

Passcode: 151965

1-346-248-7799

- 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), **Mr. Perez** ____ (District # 5), **Mrs. Juarez** ____ (District #6), **Ms. Bowles** ____ (District #7)
- II. Motion to approve the Agenda
- III. New Business
 - A. Motion to approve the minutes for January 15, 2025 Board Meeting
- IV. 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, January 15, 2025 at the LA MESA OFFICE, 521 St. Valentine,
La Mesa, NM and 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 LRGPWVA 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 9:06 a.m. 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, **Mr. Perez** representing District #5 was absent, **Mrs. Juarez** representing District #6 was present, **Ms. Bowles** representing District #7 was present via Zoom. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Accounting Assistant John Schroder and Operations Manager Mike Lopez. Guests present were Faustino Peres with Raymundo Lara (Representative for District 34). Tyler Hopkins from Bohannon Huston via Zoom and Marty Howell from Souder, Miller & Associates via Zoom.
- II. **Pledge of Allegiance:** The pledge of allegiance was led by General Manager Martin Lopez.
- III. **Motion to approve Agenda:** Mrs. Juarez made the motion to approve the agenda with some changes. She would like to move IX. New Business to prior to VI Managers Report. 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 December 11, 2024:** Mrs. Juarez made the motion to approve the minutes for the board meeting on December 11, 2024. Mr. Cadena seconded the motion, the motion passed with all in favor.
- V. **Presentations: FY2024 Audit presentation by Watts CPA Public Accounting Firm:** The representative from the Accounting Firm was unable to attend the meeting to give a presentation.
- VI. **Public Input:** Representative Raymundo Lara's assistant – Faustino (Tino) Peres introduced himself and provided contact information. His area will be from Sunland to Stalman area and Tortugas. He will have an office at the La Mesa Community Center.
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. We have changed the open days for the Rincon Office. Open dates used to be Monday, Wednesday & Friday, but changed it to Tuesday and Thursday 10:00 a.m. to 3:00 pm. We have noticed that more customers are paying online and by phone. Mr. Lopez had an update on the customer that attended December's board meeting. After some research he found that the customer was never charged for sewer for the property next to the Brazito office and for the other property he was only charged the minimums for both sewer and water. A certified letter was sent with all documentation explain the charges. He also asked him to contact him to setup an appointment, but he did not respond. Our offices will be closed Monday, January 20th in observance of MLK Jr. (federal holiday). Our

annual workers comp safety inspection is coming up don't know if it will be virtual or onsite. Mr. Lopez asked if a policy could be created to outline requirements of the NM Gift Act in relation to LRGPWWA personnel (Staff & Board). Mr. Lopez and Ms. Nichols participated in an RCAC sponsored discussion on NM ground water challenges on Monday, January 13th. Mr. Lopez, Ms. Charles and Mr. Mike Lopez will be attending an RCAC (NMED & DAC) sponsored water summit to discuss water issues at the County Complex on Thursday, January 16th.

- B. Operations:** Mr. Mike Lopez provided a written report and stood for questions. We did not have any problems at Talavera. Mavrick Well Drilling will be working on the East Mesa Well #2. Sewer Report for Organ Ponds is coming due soon. We had very few breaks in December. Mrs. Holguin would like to see a report showing the monthly count of new connections. She said this could help in requesting for funding, showing the growth percentage. Staff said they would provide the report at our next board meeting. Mr. Martin Lopez said he is working with 5 subdivisions at present, which will bring considerable growth to LRGPWWA. We pumped 33.04 million gallons in December and same time last year we pumped 35.52 million gallons.
- C. Finance:** Ms. Jackson provided a written report and stood for questions. Revenues for the month of December 2024 were \$419,979.67 and Expenses were \$358,894.63 for December 2024. We will be paying off a Loan in the amount of \$25,000.00. Our renewal for our Employee Insurance was going to be \$500,000.00 for 2025. Ms. Jackson searched for a better plan and found the plan that New Mexico employees are on. The cost for the new plan will be \$250,000.00 per year with a savings of \$250,000.00. Mr. Lopez said due to the lower cost for dependent insurance, we had additional employees sign up their dependents. We received the new Kabota Small Backhoe (purchased with grant money)we will pay for it up front but will be 100% reimbursed from the State.
- D. Projects:** Ms. Nichols provided a written report and stood for questions. We have projects finishing up. The Sewer Project will remain on the list because we are still waiting on the delivery of the Vactor Truck and change order to add SCADA. South Valley Water Supply Project will be coming off the report. Central Office Building is going to take another 6 weeks due to Century Link having to move their 911 fiber optic lines out of the way. She asked the Architect to start the close out procedure for the two buildings in the meantime. Valle Del Rio close out documents are pending. Desert Sands Skid move to VDR – design work is underway , closing documents are on today's agenda. East Mesa Water System Project – there have been ongoing issues with the survey. Pipeline work & tank foundation are underway. Requested an onsite meeting for next month. High Valley Project will be off the list briefly closing documents are in preparation. Then it will be on the list again for the next phase. Stern Drive Waterline Extension Project – having a preconstruction meeting on Friday and Phase III design is underway. Water Asset Management Plan – is all done we are working with BHI on obtaining software and RGIS license. Rincon Water System Improvements & Building Projects – design work is underway. NM 2025 Legislature requests were: East Mesa New Well -\$150,000 from Legislators and 1,500,000 for construction from the Governor's Office. Heavy Duty Truck \$90,000.00, Costs for overruns HWY 189 and Brazito Line Extension \$830,000, Rincon Building \$300,000, Valle Del Rio Generator \$251,000 and SCADA \$150,000. Mrs. Holguin requested a list of all these requests, Ms. Nichols will be emailing her a list.

VIII. Unfinished Business: none

IX. New Business:

- A. Motion to adopt Resolution #FY2025-13 Adopting 2nd Quarter Budget:** Mrs. Juarez made the motion to adopt Resolution #FY2025-13 adopting 2nd quarter budget. Mr. Cadena seconded the motion, the motion passed with all in favor. Ms. Jackson said our revenues were 2.7 million for the 2025 2nd quarter. Expenses were 2.4 million for 2025 2nd quarter.
- B. Motion to approve the FY2024 Audit:** Mr. Lopez said we could act on the approval, since the Audit exit meeting was about 1 ½ months ago and the state Auditor has released it and approved it. Mr. Cadena made the motion to approve the FY2024 Audit. Mrs. Juarez seconded the motion, the motion passed with all in favor.
- C. Motion to adopt Resolution #FY2025-10 Authorizing CIF-6428 Loan-Grant Agreement for High Valley Waterline Replacement Project:** Mrs. Juarez made the motion to adopt Resolution FY2025-10 authorizing CIF-6428 Loan Grant Agreement for High Valley Waterline Replacement Project. Mr. Cadena seconded the motion, the motion passed with all in favor. Mr. Lopez said this project is to replace water lines in High Valley. This Project is a total of \$875,000.00, \$700,000.00 Grant and \$175,000.00 Loan. Mr. Lopez said this application was successfully applied for by Ms. Charles.
- D. Motion to adopt Resolution #FY2025-11 Authorizing CIF-6429 Loan-Grant Agreement for Mesquite Lift Station Rehab Project:** Mrs. Juarez made the motion to adopt Resolution #FY2025-11 authorizing CIF-6429 Loan Grant Agreement for Mesquite Lift Station Rehab Project. Mr. Franco seconded the motion, the motion passed with all in favor. This Project is to upgrade the lift stations in the Mesquite area. The total amount is \$444,000.00, of which \$400,000.00 is grant and 44,000.00 is loan. Mrs. Holguin said we are one of the largest water systems and serve most of the colonias. Ms. Nichols updated the loan spreadsheet and said we have a total of 16.4 million in loans and 30 million in grants. She also said that the applications for colonias money is open, but we will not be applying for any money. RD has notified us that they will not approve any further loans for colonias.
- E. Motion to adopt Resolution #FY2025-12 Authorizing WPF-6292 Loan-Grant Agreement for Valle Del Rio Treatment Project:** Mrs. Juarez made the motion to adopt Resolution #FY2025-12 authorizing WPF-6292 Loan Grant Agreement for Valle Del Rio Treatment Project. Mr. Cadena seconded the motion, the motion passed with all in favor. Mr. Lopez said this Project is for a total of \$718,000.00, \$646,200.00 is grant and \$71,800.00 is loan. This project is for Valle Del Rio, we will be relocating the Arsenic treatment facility from Desert Sands to Valle Del Rio to repurpose for Iron & Manganese detection and for arsenic if needed in the future.
- X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, February 19, 2025 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**
- XI. Motion to Adjourn:** Mr. Cadena made the motion to adjourn the board meeting at 10:17 a.m.

These minutes will be presented to the board for approval on the 24th Day of February, 2025 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Glory Juarez, Secretary