

8:58



**LOWER RIO GRANDE**  
Public Water Works Authority

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

Sign In Sheet

Page 1 of 1

Date: April 21, 2025

Time: 9:00 a.m.

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

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Draft Minutes — Special BOARD OF DIRECTORS MEETING

9:00 a.m. Monday, April 21, 2025, ONLINE VIA ZOOM

Contact us at 575-233-5742 or [board@LRGauthority.org](mailto:board@LRGauthority.org) for information, assistance, an 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 before the meeting and may be obtained at any LRGPWWA Office or [www.LRGauthority.org/noticesavisos.html](http://www.LRGauthority.org/noticesavisos.html)

Join Zoom Meeting

<https://us02web.zoom.us/j/81536720433?pwd=eQ51SA4qhUWCPahu34WhmbTp7bawri.1>

Meeting ID: 815 3672 0433

Passcode: 081583

One tap mobile

1-346-248-7799, Meeting ID: 81536720433#, Passcode: \*081583#

- I. **Call to Order, Roll Call to Establish Quorum:** Mrs. Holguin called the meeting to order at 8:58 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 present via Zoom. Staff present via Zoom were General Manager Martin Lopez, Projects Specialist Patricia Charles, Accounting Assistant John Schroder.
- II. **Motion to approve Agenda:** Mrs. Juarez motioned to approve the agenda. Mr. Cadena seconded the motion, the motion passed with all in favor.
- III. **New Business:**
  - A. **Motion to approve Amendment #1.5 to Agreement for Engineering Services with Wilson & Company for the Central Operations Facility Project:** Mr. Perez made the motion to approve Amendment #1.5 to Agreement for Engineering Services with Wilson & Amendment #1.5. Ms. Bowles seconded the motion, the motion passed with all in favor. Mr. Lopez said this is the last segment of the Contract and it will be for time and materials. This extension will wrap up the work at the Central Office Building possibly by end of April or into May.
- IV. **Motion to Adjourn:** Mr. Perez made the motion to adjourn the special board meeting at 9:05 a.m.

These minutes will be presented to the board for approval on the 21<sup>st</sup> Day of May, 2025 at a regular meeting of the Board of Directors:

**SEAL:**

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Esperanza Holguin, Board Chair

**Attest:**

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Glory Juarez, Secretary

DRAFT

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Meeting Notice & Agenda—Special BOARD OF DIRECTORS MEETING

9:00 a.m. Monday, April 21, 2025, ONLINE VIA ZOOM

Contact us at 575-233-5742 or [board@LRGauthority.org](mailto:board@LRGauthority.org) for information, assistance, an 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 before the meeting and may be obtained at any LRGPWWA Office or [www.LRGauthority.org/noticesavisos.html](http://www.LRGauthority.org/noticesavisos.html)

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Meeting ID: 815 3672 0433

Passcode: 081583

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1-346-248-7799, Meeting ID: 81536720433#, Passcode: \*081583#

- 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 Agenda
- III. New Business:
  - A. Motion to approve Amendment #1.5 to Agreement for Engineering Services with Wilson & Company for the Central Operations Facility Project
- IV. Motion to Adjourn

If you are an individual with a disability who requires 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 before 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 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.

**ATTACHMENT VI – AMENDMENT TO AGREEMENTS FOR ENGINEERING  
SERVICES  
Amendment No. 01.5**

1. As set forth in the AGREEMENT FOR ENGINEERING SERVICES dated the 25<sup>th</sup> day of February, 2025 (effective date of Agreement) by and between the The Lower Rio Grande Public Water Works Authority, the OWNER, and Wilson & Company, Inc., Engineers and Architects, the ENGINEER, the OWNER and ENGINEER agree this 25<sup>th</sup> day of February, 2025 (effective date of Amendment) that ENGINEER shall modify the Agreement and furnish ENGINEERING SERVICES in accordance with the GENERAL PROVISIONS of the Agreement and OWNER shall compensate the ENGINEER for services described as set forth below:

A. Description of Modifications:

-Attachment IV and V of original contract are null and void.

B. Perform or provide the following tasks and/or deliverables:

Engineering Services during the Construction Phase

Engineering Services During the Operation Phase

C. Cost Proposal – Include hourly breakdown for each task

See Attachment B.1 for Additional Services Amount

D. Reimbursable Expense Schedule

See Attachment D for Reimbursable Expenses

E. Agreement Summary:

A. Original agreement amount:	<u>\$121,325.20 (excluding GRT)</u>
B. Net change for prior amendments:	<u>\$269,073.04 (excluding GRT)</u>
C. This amendment amount:	<u>\$36,477.55 (excluding GRT)</u>
D. Adjusted Agreement amount:	<u>\$426,875.79 (excluding GRT)</u>

F. Contract Time shall be 125 calendar days from the date of the OWNERS signature on Attachment VI. The services described in this amendment shall be completed and accepted by the OWNER by 6/30/2025 (DATE). If these services have not been completed and accepted by 6/30/2025 the ENGINEER shall pay the OWNER liquidated damages as outlined in the contract.

2. Signatures

**IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
OWNER  
Type Name Esperanza Holguin  
Title LRGPWWA Board Chair

By: Michael J. Wright Date: 04/15/2025  
ENGINEER  
Type Name Michael J. Wright, AIA  
Title Associate Vice-President  
Address 4401 Masthead St NE  
Albuquerque, NM  
87109

REVIEWED AND APPROVED: FUNDING AGENCY

AGENCY NAME: \_\_\_\_\_

By \_\_\_\_\_

Type Name \_\_\_\_\_

Date \_\_\_\_\_



ATTACHMENT B.1 Additional Services  
Hourly Breakdown

Lower Rio Grande PWWA Central Office Building 1.5 2025-04-15		Labor						Expenses						
		Civil Engineer (P4 Staff Designer Licensed)	Project Archtict (A6 Licensed Architect)	Intern Architect (A3 - Unlicensed)	Admin Asst. III (AD3)	Engineer (P5 Project Designer / Engineer)	Designer (PD3 Senior Designer II) / Field Technician	Electrical Engineer (P5 Project Designer / Engineer)	Task Hours	Design Fees	Meals	Travel Expenses (Vehicle)	Printing	Totals
Rate		\$ 174.00	\$ 224.00	\$ 128.00	\$ 81.00	\$ 236.00	\$ 126.00	\$ 236.00						
Lower Rio Grande PWWA														
5	Construction Phase													
	(1) On-Site Meetings - April 2025		10	10					20	\$ 3,520.00	\$80	\$19.65		\$ 3,619.65
	(2) On-Site Meetings - May 2025		20	20					40	\$ 7,040.00	\$160	\$39.30		\$ 7,239.30
	(2) On-Site Meetings - June 2025		20	20					40	\$ 7,040.00	\$160	\$39.30		\$ 7,239.30
	ASIs / RFIs (1 Submittal Remaining) - Assume 2 hours per week for 10 weeks)		10	20					30	\$ 4,800.00				\$ 4,800.00
	Pay Applications		8	12					20	\$ 3,328.00				\$ 3,328.00
	Punch List - 1 Site Visit + Documentation (3 people - full day)	10	10	10					30	\$ 5,260.00	\$80	\$19.65		\$ 5,359.65
	Closeout (Review required closeout information)		2	16					18	\$ 2,496.00				\$ 2,496.00
6	Occupancy Phase													
	11-month warranty review	2	2		4	3		3	14	\$ 2,536.00		\$19.65		\$ 2,555.65
										\$ -				\$ -
										\$ -				\$ -
	Subtotal Professional Services								212	\$ 36,020.00	\$480	\$137.55		\$ 36,637.55
	Subtotal	12	82	108	4	3		3	212	\$36,020	\$ 480	137.55	\$ -	\$36,637.55
Item Subtotals		\$	\$2,088	\$18,368	\$13,824	\$324	\$708	\$708						
			CIVIL	ARCH	\$32,192.00	\$324.00	MEP	\$708.00			Total Basic Services			\$36,637.55
Milage Calculation per Trip														
n/a @ \$0.54/mile =														
Reimbursible Expenses														
Subtotal														\$ 36,637.55
(Las Cruces) NMGR @ 8.0650%														\$ 3,169.15
TOTAL:														\$ 39,806.70

## DETAILED SUMMARY OF ESTIMATED REIMBURSABLES

PRINTING COSTS (Estimated)										COST		
<b>Bidding Distribution &amp; Check Sets</b>												
Drawings (Assumes 185 30x42 sheets)				\$	82							
Specifications (Assumes 1,000 pages)				\$	110							
				\$	192 Per Set							
Schematic Design				0	Sets	@	\$	192.00	=	\$	-	
Design Development				0	Sets	@	\$	192.00	=	\$	-	
BID Documents (Excluded)				0	Sets	@	\$	192.00	=	\$	-	
<b>Subtotal Printed Sets</b>				<b>0</b>					<b>\$</b>	<b>-</b>		
<b>Presentation Graphics</b>												
Presentation Board Mounting				\$	45							
Presentation Color Printing				\$	76.50							
Presentation Lamination				\$	24.75							
Cost per 30"x42" Presentation Board				\$	146.25 Ea.							
Schematic Design				0	Boards	@	\$	146.25	=	\$	-	
Design Development				0	Boards	@	\$	146.25	=	\$	-	
Final / Misc				0	Boards	@	\$	146.25	=	\$	-	
<b>Subtotal Printed Sets</b>				<b>0</b>					<b>\$</b>	<b>-</b>		
*Number of Boards are Estimated Only. Actual amount of boards may be more or less.												
										<b>SUBTOTAL:</b>	<b>\$</b>	<b>-</b>

TRAVEL COSTS (Estimated)											
	Miles One Way	Min Miles Per Trip	x	Mileage Rate	Cost Per Trip	Number of Trips				Estimated Cost	
Travel Cost	15	30		\$ 0.655	\$ 19.65						
<b>Estimated Required Travel</b>											
As-Built					\$ 19.65	x	0	=	\$	-	
Programming (4 Meetings)			(6 Weeks)		\$ 19.65	x	0	=	\$	-	
Schematic Design (6 Meetings)			(6 Weeks)		\$ 19.65	x	0	=	\$	-	
Design Development (6 Meetings)			(8 Weeks)		\$ 19.65	x	0	=	\$	-	
Construction Documents (6 Meetings)			(14 Weeks)		\$ 19.65	x	0	=	\$	-	
Bidding & Negotiation (2 Meetings)			(8 Weeks)		\$ 19.65	x	0	=	\$	-	
Construction Administration (Bi-Monthly)			(7 Trips)		\$ 19.65	x	6	=	\$	117.90	
11-Month Warranty					\$ 19.65	x	1	=	\$	19.65	
					\$ 19.65	x	7	=	\$	137.55	
									\$	137.55	
*Number of Trips are Estimated Only. Actual frequency of trips may be more or less.											
Wilson & Company intends to group trips with work in the area to save Owner cost on this reimbursable.											
										<b>SUBTOTAL:</b>	<b>\$ 137.55</b>

PER DIEM COSTS (Estimated)										
	Breakfast Allowance	Lunch Allowance	Dinner Allowance	# of Meals/Trip	Subtotal Per Person / Trip	Average # of Person Per Trip	Number of Trips			
Lodging (n/a)					\$ -					
Meals	\$ -	\$ 20.00		2	\$ 40.00	2.00	6	=	\$ 480.00	
									<b>SUBTOTAL:</b>	<b>\$ 480.00</b>

MISCELLANEOUS REIMBURSABLE EXPENSES										COST
<b>EXISTING CONDITIONS DOCUMENTATION / AS-BUILT FIELD MEASUREMENTS</b>										
Architecture As-Built Acquisition / Verification / Coordination						\$0	0 hours @ \$0	n/a		
MEP As-Built Acquisition / Verification / Coordination						\$0	0 hours @ \$0			
As-Built Information into Modeling						\$0	0 hours @ \$0			
									<b>SUBTOTAL:</b>	<b>\$ -</b>

<b>TOTAL ESTIMATED REIMBURSABLES:</b>				(Excluding NMGR)	\$	617.55
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