



Lower Rio Grande Public Water Works Authority

Sign In Sheet

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Date: 7/18/18

Time: 9:30

Places: La Mesa

Event: Regular Board Meeting

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	MARTIN G LOPEZ LRG PWWA	575 571 3628	martin.lopez@lrgaauthority.org
	MIKE MCMULLEN LRG PWWA	970 327 852	
	JOSE R EVANS LRG PWWA	575-618 0182	
	FURMAN SMITH LRG PWWA	382 5982	None
	Karen Nichols LRG PWWA	915 203 2057	Karen.nichols@lrgaauthority.org
	Kathy Jackson LRG PWWA	(575) 640-4330	Kathy.jackson@lrgaauthority.org
	Patricia Charles LRG PWWA	575-233-4752	patty.charles@lrgaauthority.org
	Espy Holman	575 644-9543	Espy@A-Cor
	Irene Sims	915-356 0055	
	Hector Sarda	575 644-6208	
	Jessica Barnhill	915-342-6852	jessicabarnhill50@gmail.com
	JOHN SCHROEDER LRG PWWA	575-233 -5742	john.schroeder@lrgaauthority.org

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, July 18, 2018 at our La Mesa Office, 521 St. Valentin, La Mesa, NM

Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office
call 575-233-5742 for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mike McMullin called the meeting to order at 9:30 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Joe Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District #5 was absent, Mr. Mike McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson, Operations Manager Mike Lopez and Projects Specialist Patricia Charles. Guest present were Irene Sims, Hector Sanchez and Jessica Barnhill.
- II. **Pledge of Allegiance:** Mr. McMullin led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. may be postponed):** Mrs. Holguin made the motion to approve the July 18, 2018 agenda with VIII A, postponed. Mr. Smith seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the June 20, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the minutes for June 20, 2018. Mr. Joe Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations:** None
- VI. **Public Input:** Mrs. Sims, Mrs. Barnhill and Mr. Sanchez attended the meeting with some concerns about Mrs. Sims water bill for the past 3 months. Mrs. Barnhill indicated that her mothers water bill was approximately \$500.00 dollars and wanted some kind of explanation. She was concerned that she was getting charged for water she and her mother did not consume. Mr. Lopez told them that two data logs were pulled in the last couple of months. After pulling the data logs it was confirmed that the water was consumed. Ms. Nichols suggested they look for leaks and that there could still be a connection between the house and their well. Mr. Lopez told them he was going to install a new meter and going to send the present meter to the lab to see if it was miss reading. He told them it takes a couple of weeks to get results. In the meantime, no charges will be added to the account until the results are received.
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez informed the board members that He and Ms. Nichols met with Representative-elect Ray Lara (District 34) to discuss LRGPWWA's needs, concerns and to determine service areas within District 34. He would like the board to consider implementing fees for collecting Data Logs. Customers are requesting more than one Data log it is costly and reduces the life of the meter. We will develop the fees and present the changes to the board at the next board meeting. We have already processed 160 data logs this year. He said the Infrastructure Conference will be held at the Isleta Casino and will be held on October 24-26, 2018. He will have Ms. Jackson set aside 5-6 rooms incase any of the board members would like to attend the conference. He received approval from DFA and State Auditor for disposal of LRG23. He will be scheduling the Auction really soon.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. The final letter of conditions documents to RD for final review and authorization to bid has been submitted. It was reviewed including the property that is still in limbo regarding the eminent domain action. We will be receiving back about \$500,000 that has already been paid out. South Valley Water Supply & Treatment Project – met with BHI to initiate the USDA-RD format PER, and that work is in process and nearing completion. Ms. Nichols spoke with RD and was told of the possibility of funds from this year being available.

- C. **Operations:** Mr. Mike Lopez provided a written report and stood for questions. Operations found an 8-inch main line water break on Berry Patch Rd in Butterfield Park, the pipe was cracked and had to be replaced. They installed a set of floats in the High Valley water tank so that the tank can communicate with the well for starts and stops. The previous operator had to go at 6:00 am and start in and back in the evening to stop it, now that process is automated. The June water production report includes the usage in High Valley.
- D. **Finance:** Ms. Jackson provided a written report and stood for questions. LRGPWWA ended the fiscal year under budget by \$233,000.00, some of that money has already been slated for a Gas Chlorine System. Last fiscal year we were able to purchase 4 vehicles, 1 trailer, equipment was maintained, SCADA upgrades and the GIS Project. Ramon Morales replaces \$15,000.00 worth of valves that need to be replaced and we built a warehouse at the Brazito location to house inventory. The inventory program is working and is in balance. Ms. Jackson will start working on the Audit starting August 27, 2018. Ms. Jackson presented the board with the 4th quarter budget report for approval with Resolution #FY2019-04. Mrs. Holguin motioned to approve Resolution #FY2019-04 4th quarter budget report as presented by Ms. Jackson. Mr. Smith seconded the motion, the motion passed with all in favor.

VIII. Unfinished Business

- A. **Appointment of Director for District 2 – this item may be postponed:** This item was postponed.

IX. New Business

- A. **Motion to adopt Resolution FY2019-01 Adopting Final FY2019 Budget:** The budget was reviewed by the board members. Mrs. Holguin made the motion to adopt Resolution FY2019-01 for Final Budget FY2019. Mr. Evaro seconded the motion, the motion passed with all in favor.
- B. **Motion to adopt Resolution FY2019-02 Adopting ICIP for 2020-2024:** The ICIP was reviewed by the board members. Mrs. Holguin made the motion to adopt Resolution FY2019-02 adopting ICIP for 2020-2024. Mr. Evaro seconded the motion, the motion passed with all in favor.
- C. **Motion to authorize NM Municipal League Government Partnership membership application:** Mrs. Holguin thinks that a partnership with the New Mexico Municipal League is a good opportunity. Mrs. Holguin made the motion to authorize the application to become a member of the NM Municipal League Government Partnership. Mr. Evaro seconded the motion, the motion passed with all in favor.
- D. **Motion to authorize NMML GFOA membership application:** Mrs. Holguin indicate it was a very good idea to become a member of the NMML GFOA. Mrs. Holguin made the motion to authorizes the membership application for the NMML GFOA. Mr. Smith seconded the motion, the motion passed with all in favor.
- E. **Motion to authorize submission of a funding application to USDA Rural Development Community Facilities Program Grant with the General Manager as the Authorized Representative:** Mrs. Holguin had suggested looking into applying for funds from USDA-RD for purchase of vehicles. After some research LRG is able to apply for funding for an additional vehicle. Mrs. Holguin made the motion to authorize submission of a funding application to USDA Rural Development Community Facilities Program Grant with the General Manager as the Authorized Representative. Mr. Evaro seconded the motion, the motion passed with all in favor.
- F. **Motion to authorize purchase of a third new pickup truck under the FY2019 Budget (two were included in the approved budget):** Mr. Lopez said initially two new pickups were already in the approved budget. But after checking with USDA-RD and finding out that they have funding it made more sense to request three. The initial budget for two was \$80,000.00. The cost for three would be \$105,000.00 but 35% of that amount would be grant money, this would be more cost effective. Mrs. Holguin made the motion to authorize the purchase of a third new pickup under the FY2019 Budget. Mr. Smith seconded the motion, the motion passed with all in favor.
- G. **Motion to approve Amendment #3 to Souder, Miller & Associates contract for Valle Del Rio Phase II Water System Improvements Project contingent upon NMED-CPB approval:** Mr. Lopez said the amendment is to

address the distribution system replacement, tank rehabilitation and to update the cost estimates. Mrs. Holguin made the motion to approve amendment# 3 to Souder, Miller & Associates contract for Valle Del Rio Phase II Water System Improvements Project contingent upon NMED-CPB approval. Mr. Smith seconded the motion, the motion passed with all in favor.

H. Motion to approve a one-year Operation & Maintenance Agreement with Talavera MDWCA: Mr. Lopez informed the board that the 90 days for the first contract are up. He said Mike and the operations crew have managed to get the system running better. They installed some additional equipment and seems to be working better now. He said the attorney is still doing research and is not ready to recommend anything more than the same 90-day contract as before. Mr. Evaro asked if LRGPWWA is getting reimbursed for the wear and tear of the vehicles and equipment. Mr. Lopez explained that all costs are charged to Talavera MDWCA. Mr. Smith made the motion to approve a one-year Operation & Maintenance Agreement with Talavera MDWCA. Mrs. Holguin seconded the motion. The motion passed with Mrs. Holguin voting – yea, Mr. Smith voting- yea and Mr. Evaro voting -nay.

I. Motion to adopt Resolution FY2019-03 to authorize and approve submission of a completed application for financial assistance and project approval to NMFA: Mr. Lopez explained that this application is for Valle Del Rio Phase II. Mrs. Holguin made the motion to adopt Resolution FY2019-03 to authorize and approve submission of a completed application for financial assistance and project approval to NMFA for Phase II Valle Del Rio. Mr. Smith seconded the motion. The motion passed with Mrs. Holguin voting – yea, Mr. Smith voting – yea and Mr. Evaro voting - nay.

X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8- discussion of the purchase, acquisition or disposal of real property or water rights:

A. Roll Call: Mr. McMullen called roll: District # 1 Mr. Sanchez was absent, District #2 is vacant, District #3 Mr. Evaro was present, District #4 Ms. Holguin was present, District #5 Mr. Magallanes was absent, District #6 Mr. McMullen was present, District #7 Mr. Smith was present.

B. Motion to reconvene in open session: Mrs. Holguin made the motion to reconvene to open session. Mr. Evaro seconded the motion, the motion passed with all in favor.

C. Statement by the Chair:

The matters discussed in the closed meeting were limited only to those specified in the motion for closure: Mr. McMullen made the statement that the matters discussed in the closed session were limited only to those specified in the motion for closure.

D. Action, if any, related to real property and/or water rights: Mrs. Holguin made the motion to authorize General Manager to contact property owner and notify them that LRGPWWA is not interested in their property. Mr. Evaro seconded the motion, the motion passed with all in favor.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, August 15, 2018 at the East Mesa Office.

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

B. Motion to authorize travel and attendance for Board and Staff for Conferences, Legislature

C. Motion to authorize GM to approve staff development training and participation and travel to meetings in support of Authority business

XII. Adjourn: Mrs. Holguin made the motion to adjourn the board meeting at 11:01 a.m. Mr. Smith seconded the motion, the motion passed with all in favor.

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, July 18, 2018 at our La Mesa Office, 521 St. Valentin, La Mesa, NM
Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office
call 575-233-5742 for information

- I.** Call to Order, Roll Call to Establish Quorum: District #1 (Mr. Sanchez) ____, #2 (Vacant) ____, #3 (Mr. Evaro) ____, #4 (Mrs. Holguin) ____, # 5 (Mr. Magallanez) ____, #6 (Mr. McMullen) ____, #7 (Mr. Smith) ____
- II.** Pledge of Allegiance
- III.** Motion to approve Agenda (VIII A. may be postponed)
- IV.** Approval of Minutes
 - A.** Motion to approve the minutes of the June 20, 2018 Regular Board Meeting
- V.** Presentations:
- VI.** Public Input—15 minutes are allotted for this item, 3 minutes per person
- VII.** Managers' Reports
 - A.** General Manager
 - B.** Projects
 - C.** Operations
 - D.** Finance
- VIII.** Unfinished Business
 - A.** Appointment of Director for District 2 – this item may be postponed
- IX.** New Business
 - A.** Motion to adopt Resolution FY2019-01 Adopting Final FY2019 Budget
 - B.** Motion to adopt Resolution FY2019-02 Adopting ICIP for 2020-2024
 - C.** Motion to authorize NM Municipal League Government Partnership membership application

- D. Motion to authorize NMML GFOA membership application
 - E. Motion to authorize submission of a funding application to USDA Rural Development Community Facilities Program Grant with the General Manager as the Authorized Representative.
 - F. Motion to authorize purchase of a third new pickup truck under the FY2019 Budget (two were included in the approved budget)
 - G. Motion to approve Amendment #3 to Souder, Miller & Associates contract for Valle Del Rio Phase II Water System Improvements Project contingent upon NMED-CPB approval
 - H. Motion to approve a one-year Operation & Maintenance Agreement with Talavera MDWCA
 - I. Motion to adopt Resolution FY2019-03 to authorize and approve submission of a completed application for financial assistance and project approval to NMFA
- X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8- discussion of the purchase, acquisition or disposal of real property or water rights
- A. Roll Call Vote: District # 1 (Mr. Sanchez)____, #2 (Vacant) _____, #3 (Mr. Evaro)____, #4 (Ms. Holguin)____, #5 (Mr. Magallanes)____, #6 (Mr. McMullen)____, #7 (Mr. Smith)_____
 - B. Motion to reconvene in open session
 - C. Statement by the Chair:

The matters discussed in the closed meeting were limited only to those specified in the motion for closure

D. Action, if any, related to real property and/or water rights

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, August 15, 2018 at the East Mesa Office.

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

XII. Adjourn

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

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

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, June 20, 2018 at our East Mesa Office, 9774 Butterfield Park Blvd, Butterfield, NM
Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office—call 575-233-5742 for information

- I. **Call to Order, Roll Call to Establish Quorum:** Chairman Mike McMullin called the meeting to order at 9:32 a.m. and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is Vacant, Mr. Joe Evaro representing District #3 was present, Mrs. Esperanza Holguin representing District #4 was present, Mr. Magallanez representing District #5 was absent, Mr. Mike McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Mr. Martin Lopez, Projects Manager Karen Nichols, Finance Manager Kathi Jackson, Projects Specialist Patty Charles and Accounting Assistant John Schroder. Guests present were Attorney Josh Smith, District 34 Representative Elect Ray Lara and Tiffany Goolsby with SCCOG.
- II. **Pledge of Allegiance:** Mr. McMullin led the pledge of Allegiance.
- III. **Motion to approve Agenda (VIII A. may be postponed):** Mrs. Holguin made the motion to approve the June 20, 2018 agenda with VIII.A and IX.A were postponed. Mr. Smith seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes**
 - A. **Motion to approve the minutes of the May 16, 2018 Regular Board Meeting:** Mrs. Holguin made the motion to approve the minutes for May 16, 2018. Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Presentations:** Tiffany Goolsby with SCCOG gave a presentation on the ICIP Plan (Infrastructure Capital Improvement Plan). She indicated the projects on the Infrastructure Capital Improvement Plan is for the next 5 years from 2020-2024 and is in order of importance. Each project listed on the plan will have details regarding the actual project. Ms. Nichols indicated that the full plan which has project details is posted on the Board of Directors web page for their review. Ms. Nichols said that project ranked #1 will include the development of a PER for the East Mesa, which is currently funded. The project that comes out of the PER will be part of this project. Project ranked #4 is a new one we just added. Mr. Lopez said that it was added because the State mandated that we install 3 additional monitoring wells. LRG will need additional funding so will have to request funds from the Legislature for completion of that project. Ms. Nichols continued with the water master plan ranked #5, it has the majority of the components completed. The only thing lacking is the analysis of the existing system and the recommendations for needed improvements. Brazito Sewer Project ranked #6 has 2 phases funded but is still on the list because it has not been bit out yet. This project could have a 3rd phase. Ranked #7 is the System-Wide Information Technology project. This project covers any and all our hardware and software needs. Ranked #8 is the interconnect loop between Mesquite to Stern. This project has been on the ICIP for a long time. LRG has secured some funding but will need additional funding. Ranked #9 is Heavy Equipment Purchase which includes 2 more trucks, dump truck a vactor truck, front end loader. Mrs. Holguin suggested speaking to USDA, she thinks they have some money for vehicles. Mr. Lopez said that was the bulk of the additions and changes to the ICIP Plan.
- VI. **Public Input:** District 34 Representative Elect Ray Lara attended the meeting and wanted to introduce himself to the board and let the board know that he wants to continue to work with the Authority and help in any way.
- VII. **Managers' Reports:**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez informed the board that the merger with High Valley is complete. Ownership of water rights have been approved. Mr. Lopez said a Sanitary Survey was done by the Environment Department the report is not in yet, but he thinks there will be some deficiencies. He thinks most likely fencing will be needed. Mr. Lopez and two Operations staff members had a meeting with the Talavera Board to address their sanitary survey deficiencies and to discuss operational successes, issues and future system upgrades. The Operations department is already addressing those deficiencies. Mrs. Holguin said she was in that area recently and was concerned that some customers don't have any emergency water for fires. She wanted to know if there was any way to get an interconnection between Talavera and Moongate Water Co. Mr. Lopez said there is already an interconnect there but is not in used. Mr. Lopez said that

there are a few hydrants in the Moongate Water Co. area and has water available. Talavera cannot sustain 1 or 2 fire hydrants because of the size of their water lines. Talavera ran out of water a couple of weeks ago because a customer was fill up her pool. LRGPWWA Operations department has been working on problems and have it pretty much under control now. Operations staff is in the area once a day, which has really worked in keeping everything running smoothly. Daily visits help in maintaining the system, because equipment can malfunction so this helps to avoid any mechanical problems. Mr. Smith asked if there was any possibility of some negotiations between Talavera and Moongate, but Mr. Lopez said that it did not appear anything would be worked out between the two Mutual Domestic Systems. Mrs. Holguin suggested mapping the area so it could be tracked better. Mr. Lopez said he already had maps for the area. An Invoice was prepared by the Finance department and was sent to the Talavera Membership for the services rendered by LRGPWWA. Mr. Lopez and Ms. Nichols attended a meeting on June 19th with DAC/Commissioner Rawson to discuss County sewer operations and to coordinate with LRGPWWA. Mr. Lopez and Ms. Nichols spoke with the County Manager they will bring that information to the Board at a later date. The county is going to make some upgrades to their sewer system. Mr. Lopez said LRG has about 600 potential sewer customers n Brazito and Mesquite which are included in the county plan. The county is able to provide sewer for up to 2,300 customers, before they have to make upgrades to the system. Mrs. Holguin wanted to know if the LRG System has a way to track and/or look for leaks? Mr. Lopez said the billing system tracks high usage, which could potentially be a leak. Customers typically will contact our offices if their bills increase. This call will then trigger an investigation from LRG. Mr. Lopez also attended the NMDOT Hwy 404 Project meeting. The first phase of the project will start from Anthony Drive to the interchange to Chaparral. A bridge will be replaced in the area and more lanes will be added. This part of the project may not effect any of the LRG water lines.

- B. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite Brazito Sewer Project the final LOC documents will be submitted to RD for final review. Mesquite Brazito Sewer Project 2 Legal and Engineering Service agreements have been approved by RD. Ms. Nichols contacted Citizens Bank about funding but they had a long list of conditions. Spoke to someone at CoBank had good rates but communication was a problem. Ms. Nichols also spoke to Municipal Capital they did not want to give us a bridge loan. They were only interested in the construction loan. Central Office building, she is waiting on Wilson and Co. to provide documentation to send for approval from NMED. Todd with NMFA is almost done with his review. Valle Del Rio Water System Project is under construction. The revised Draft PER for the East Mesa Water System Improvements Project was submitted to NMECPB for review on the 13th. High Valley System Improvements Project, the readiness to Proceed letter has been received and are putting together the necessary documents to be submitted by 9/1/18. Ms. Nichols and Mrs. Boyer attended the EPA Environmental Justice Forum in Dallas on June 12 & 13. They were invited to be a part of a panel discussion/presentation about the formation of the LRGPWWA.
- C. Operations:** Mr. Mike Lopez was not able to attend the board meeting, because he had to attend the NM Water and Wastewater Association Board meeting. He provided a written report and Mr. Lopez stood for questions. Mr. Lopez indicated that the usage from the same time last year had increased by 11 million gallons. Mrs. Holguin wanted to know if it was possible that the meters were not working properly. Mr. Lopez said most meters have been replaced with new meters. He said the increase in gallons is due to usage.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. She reported that LRG had an increase in revenue by \$25,000.00. She will be adjusting the line items. There have been some Tyler upgrades to the Customer Portal, automatic draft payments with a fee of \$1.25 approximately will be available soon. Ms. Jackson is still working with Citizens Bank on setting up an automated draft system. Working on the Employee Self -Serve System so they can look at their paystubs and insurance information. DAC provided us with a list of parcels in the LRG service area so we can get our election rolls updated. All offices got upgraded printers. 6 liens were filed on June 18, 2018. Two properties were sold so the balance on those accounts will be written off the books. The finance and projects departments are working on a new group of customers that have pasted due accounts. This next batch will be brought to the board for membership termination soon.

VIII. Unfinished Business

- A. Appointment of Director for District 2** – this item was postponed

IX. New Business

- A. **Approve Draft of ICIP:** Ms. Nichols said this item needed to be postponed and will be on next months agenda along with a resolution to adopt the ICIP.
 - B. **Motion to adopt proposed amendment to Member Customer Policy:** Mr. Lopez said that the actual time frame when an account becomes delinquent and subject to disconnection for water services is 45 days. The policy says 30 days it needs to be changed to 45 days. Mrs. Holguin made the motion to adopt proposed amendment to Member Customer Policy. Mr. Evaro seconded the motion, the motion passed with all in favor.
 - C. **Motion to adopt Resolution FY2018-20 authorizing disposition committee recommendation:** Mr. Lopez informed the board that a Disposition Committee Meeting was held today before the regular board meeting. The committee recommended the disposal of the 2003 Chevrolet Silverado. Mrs. Holguin made the motion to adopt Resolution FY2018-20 authorizing disposition committee recommendation. Mr. Evaro seconded the motion, the motion passed with all in favor.
 - D. **Motion to adopt Resolution FY2018-21 approving the Council of Governments membership:** Ms. Nichols said that this resolution needs to include the designated representative and the alternate. Mrs. Holguin made the motion to adopt Resolution FY2018-21 approving the Council of Governments Membership with Ms. Jackson as the designated representative and Mrs. Holguin as the alternate. Mr. Evaro seconded the motion, the motion passed with all in favor.
 - E. **Motion to adopt Resolution FY2018-22 Authorizing Bridge & Interim Loans for the Mesquite-Brazito Sewer Project 2 USDA-RD Loan Component:** Mr. Lopez said this would authorize staff to move forward with the Bridge and Interim loan process. Mr. Smith made the motion the adopt ResolutionFY2018-22 authorizing Bridge and Interim loans for the Mesquite-Brazito Sewer Project 2 USDA-RD Loan Component. Mrs. Holguin seconded the motion, the motion passed with all in favor.
- X. **Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.8- discussion of the purchase, acquisition or disposal of real property or water rights:** Mrs. Holguin made the motion to convene to closed session and Mr. Evaro seconded the motion, the motion passed with all in favor.
- A. **Roll Call:** Mr. McMullen called roll: District # 1, Mr. Sanchez was absent, District #2 is vacant, District #3, Mr. Evaro was present, District #4, Ms. Holguin was present, District #5, Mr. Magallanes was absent, District #6, Mr. McMullen was present, District #7, Mr. Smith was present.
 - B. **Motion to reconvene in open session:** Mrs. Holguin made the motion to reconvene to open session, Mr. Smith seconded the motion, the motion passed with all in favor.
 - C. **Statement by the Chair that the matters discussed in the closed meeting were limited only to those specified in the motion for closure:** Mr. McMullen made the statement that the matters discussed were limited only to those specified in the motion for closure.
 - D. **Action, if any, related to threatened or pending litigation:** Ms. Nichols said this action should be related to the purchase and/or acquisition of real property and not related to threatened or pending litigation. Mrs. Holguin made the motion to authorize Mr. Lopez to authorize staff and Broker Josh Smith to proceed with negotiations of purchase of 30 acres and to authorize funding application for the amount of the purchase price. Mr. Evaro seconded the motion, the motion passed with all in favor.
- XI. **Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, July 18, 2018 at the La Mesa Office**
- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate:** Ms. Nichols asked the board members if anyone had participated in any training, no one had. She said the fiscal year starts next month so we will be posting new upcoming trainings.
 - B. **Adopt final budget with Resolution – due July 31, 2018:** Ms. Nichols said, Ms. Jackson will have the final budget with resolution for next month’s meeting.

- XII. Adjourn:** Ms. Holguin made the motion to adjourn the board meeting at 10:57 a.m. Mr. Smith seconded the motion, the motion passed with all in favor.

Minutes approved July 18, 2018

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT
Raymundo Sanchez, Director (District 1)

Joe Evaro, Director (District 3)

ABSENT
Henry Magallanez, Director (District 5)

VACANT
Director (District 2)

LRGPWWA
Manager's Report
July 18, 2018

- High Valley MDWCA merger completed July 1-Pending items; Close bank account and Audit (Tier Reporting or include in LRGPWWA audit)
- Received approval/acknowledgement from DFA and State Auditor for disposal of LRG 23 which will be included in the upcoming Auction
- Auction: items are being moved to the Berino Office and we should be ready to schedule
- Requested by EPA Region 6 to present on August 3rd in partnership with them to the local school districts about Lead in Drinking Water-coordinating with staff to develop presentation (Hilton-Garden Inn, Las Cruces)
- Meeting with Representative-elect Ray Lara (District 34) to discuss LRGPWWA needs, concerns and to determine service areas within District 34
- Consideration for fees for Data Logs and account administrative changes-staff will develop and present to Board

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 7/18/18**

LRG-11-02.2 – Mesquite-Brazito Sewer Project – Bohannon Huston, Inc. – LOC-Design Stage – NMFA PG/SAP funded Planning, \$30k 2014 SAP, \$540,608 2014 CITF (10% Loan), USDA-RD Loan \$357,000 @ 3.250%, Grant \$1,194,919, Colonia's Grants of \$6,356,474 & \$119,407 – Attorney has filed an eminent domain action for the final lift station property acquisition. We have submitted final LOC documents to RD for final review (about 60 days) and authorization to bid once with this property noted as an exception on the ROW Certificate.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Planning Stage – USDA-RD LOC \$15,030,780 – Letter of Conditions was issued by USDA-RD on 3/5/18 for \$6,189,000 loan and \$8,030,000 Colonia's Grant. RCAC Bridge Loan is in process, BHI has initiated design and sent out letters to property owners regarding land for lift station sites.

LRG-11-03 – Interconnect & Looping Project – see 12-01 Authority PER – Legislative Capital Outlay appropriation of \$150k, completed the Project Bond Questionnaire. Grant Agreement is pending.

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: We met with BHI on 4/5/18 to initiate the USDA-RD format PER, and that work is in process and nearing completion. Spoke with Sandra, and there is a possibility of funds from this year being available.

LRG-17-01 – Water Master Plan – WTB #252 – Bohannon Huston: CDBG Public Hearing was held 1/9/18. We are working with Ms. Goolsby, SCCOG, to apply for \$100k planning grant for this project. Public meeting to provide information on the selected project took place on 7/11/18.

LRG-17-02 – Central Office Building: DWSRLF funding in the amount of \$3,285,619 was approved by the NMFA board on 2/28/18 and we have received a Binding Letter of Commitment outlining the items we must submit by 9/1/18 prior to closing on funds and the items that must be submitted prior to construction. I have submitted most of these items. Contract with Wilson & Company is still not finalized. It is still pending the EPA paperwork and NMED-CPB review.

Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle: pending NM-OSE comments/approval. Currently only includes the initial five systems.

LRG-13-03 – Valle Del Rio Water System Project – RFP/Planning/Design Stage - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates: Pay App #3 consisting of 11% of the material testing allowance and 80% of the new tank construction has been submitted for payment with Requisition #10. New tank is complete and work has been on the replacement of well V1. The 2019 Intended Use Plan has been published and this project is #7 the fundable priority list. We've received notice that the project qualifies for 75% principal forgiveness and 0% interest, and will be submitting application documents when the database is available. Patty worked with JJ to update our O&M Plan as per the recommendation from the Capacity Assessment for this project, and that is complete pending Operations review and comments.

LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan – Parkhill, Smith & Cooper - Monthly Project Update: We were awarded a Capital Outlay appropriation of \$50k to complete Jacquez Rd. line. Grant Agreement is pending.

LRG-17-03 – Planning Documents for East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG – Planning –Revised Draft PER was submitted to NMED-CPB for review on the 13th. Work on the EID is progressing.

LRG-18-01 – High Valley Water System Improvements Project – NMFA 4645-CIF18 – Design & Construction – Project funding application was made by High Valley, funding was awarded to LRGPWWA on 4/25/18. Closing documents are pending. Readiness to Proceed Letter has been received, and we are putting together the necessary documents to be submitted by 9/1/18.

Other projects:

Infrastructure Capital Improvements Plan 2020-2024: Resolution to adopt is on today's agenda.

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. Delivery of documents from the East Mesa Office for sorting and storage or shredding is still pending. No bins been sent out for shredding in the past month. Documents have been received from High Valley.

Website and Email – Notices and Board Minutes pages are current. Other updates are ongoing.

Mergers – High Valley records have been delivered to the Project Office, we have handed off some documents to Finance and Operations, and we are still sorting the rest. Attorney is researching Talavera water rights issue, and a new operating agreement is on today's agenda. Patty is working on updating the VA/ERP to include High Valley, and I have been updating the Source Water Protection Plan and requested assistance thru NMED-DWB to complete that.

Training – Patty and I attended a Tyler webinar on Executime time & attendance module on 6/28/18.

Lower Rio Grande Water Users Organization – nothing new to report

EBID Surface Water Plant: - We have provided documentation for their resubmission of NMED permit application. It has been resubmitted again to NMED-DWB and is pending approval.

As Needed Engineering Services: Currently we have three active Task Orders: Sounder, Miller & Associates for a property boundary survey in High Valley and two with Vencor for NM DOT permit work on Stern Drive. Vencor task order for the next phase of GIS work covering Vado, High Valley & Mesquite is pending approval.

Collection & Lien Procedures: Procedures and forms have been complete, and the first set of liens has been filed. Second set is in process.

NM Legislature: Martin, Mike and I met with Rep. Lara on 7/12/18 to discuss our funding needs and facilities in his district.

Lower Rio Grande PWWA

Operators Report

June 20, 2018

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- For the month of May, we were issued 592 work and service orders.
- For the month of June, we were issued 473 work and service orders.
- For the month of June we installed 8 new water service connections.
- We had no main line water breaks at Alto De Los Flores for the month of June.
- JJ and I have installed the new Mag Meter at Arroyo well.
- We had an 8" Main line water break on Berry Patch Rd. in Butterfield Park.
- We had to change out Two booster pumps in Talavera one on the north side and one on the south side, we also almost ran out of water due to a couple of small leaks on the customers side.
- We installed a set of floats in the High Valley water tank so that the tank can communicate with the well for starts and

stops, the previous water operator would run the well in hand to fill the tank and he did that for 31 years.

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

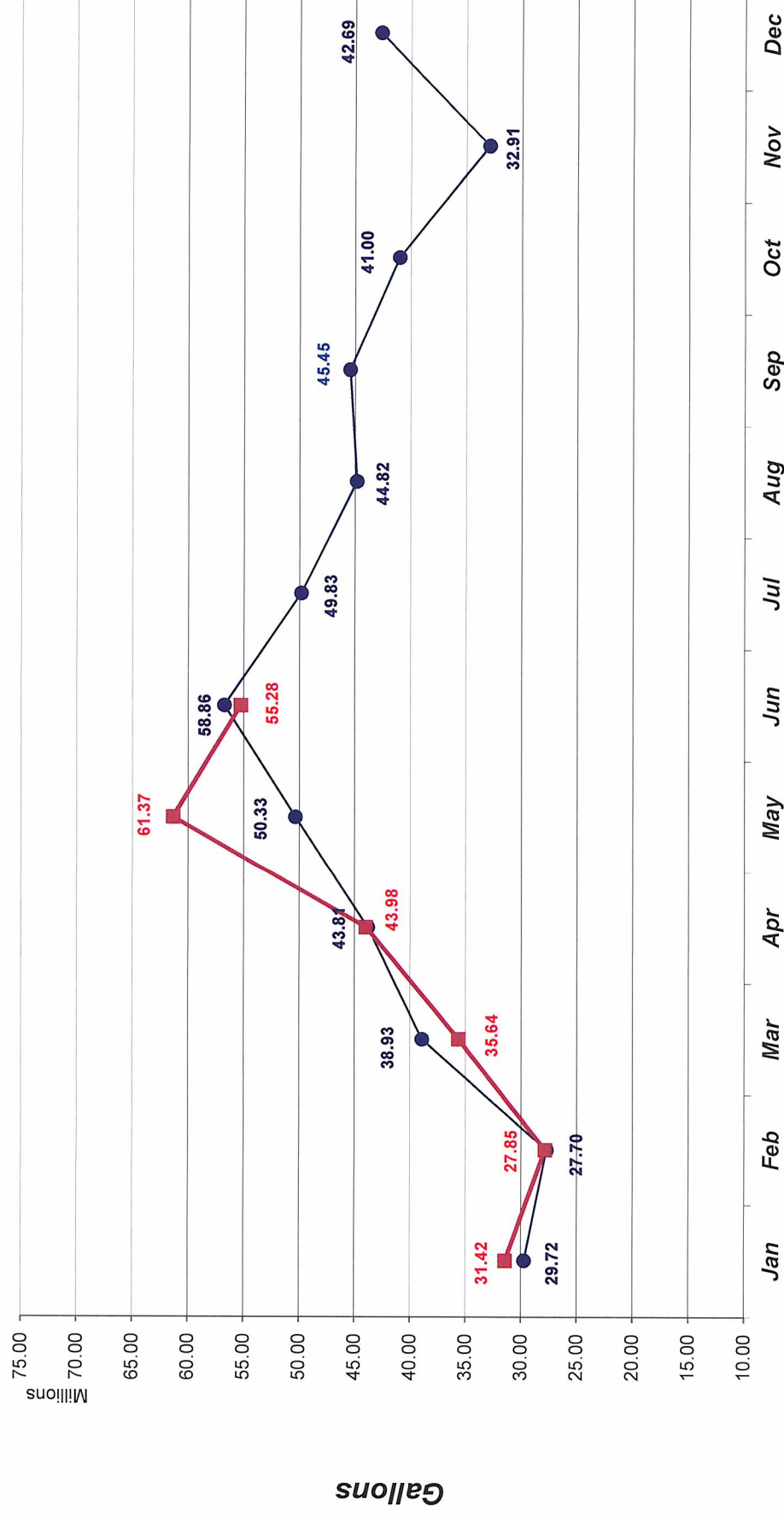
Mesquite district Wetlands: NMED is going to require us to drill 3 monitoring wells as the existing are dry.

Mesquite and Organ Sewer Reports. The Organ Wastewater and the Mesquite wastewater reports were sent out on July 1st.

Chlorine: No problems.

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

Lower Rio Grande PWWA Water Production Report



● 2017 Production ■ 2018 Production



Lower Rio Grande Public Water Works Author

Income Statement Group Summary

For Fiscal: FYE 2018 Quarter Ending: 06/30/2018

AcctNumber		Current Total Budget	MTD Activity	QTD Activity	YTD Activity	Budget Remaining
Revenue						
40000 - Operating Revenue		2,961,000.00	264,747.42	701,203.05	2,916,467.39	44,532.61
40002 - Installation Fees		25,000.00	2,780.46	21,110.62	77,179.92	(52,179.92)
40003 - Activation & Connection Fees-Water		3,600.00	550.00	1,100.00	4,950.00	(1,350.00)
40004 - Meter Relocation		1,500.00	0.00	565.57	708.83	791.17
40005 - Backflow Testing		3,500.00	0.00	750.00	7,023.28	(3,523.28)
40006 - Tampering Fee/Line Breaks		1,500.00	1,476.27	1,774.25	4,865.04	(3,365.04)
40007 - Delinquency Fee		20,000.00	7,950.00	21,798.00	92,398.00	(72,398.00)
40008 - Penalties-Water		50,000.00	8,638.08	24,155.57	97,934.39	(47,934.39)
40009 - Membership Fees		3,000.00	700.00	1,650.00	8,024.31	(5,024.31)
40010 - Impact Fees		50,000.00	3,291.68	20,908.99	150,791.34	(100,791.34)
40011 - Returned Check Fees		1,500.00	81.00	191.00	773.00	727.00
40012 - Credit Card Fees		6,000.00	1,128.00	3,232.85	12,002.87	(6,002.87)
40013 - Miscellaneous Revenue		500.00	25.00	110.00	500.00	-
40015 - Penalties-Sewer		7,000.00	534.45	1,686.57	6,783.56	216.44
40016 - Meter Test Fee		500.00	324.94	0.00	100.00	400.00
40017 - Hydrant Meter Rental Fee		2,000.00	0.00	750.00	3,000.00	(1,000.00)
40019 - DAC Trash Coupons		900.00	62.00	202.00	758.00	142.00
40020 - Miscellaneous Revenue-Sewer		1,500.00	41.29	82.58	1,888.71	(388.71)
45000 - Tower Rent		15,000.00	15,092.74	15,842.74	18,092.74	(3,092.74)
45001 - Billing Adjustments-Water		0.00	-5,635.65	-9,457.11	-47,812.80	47,812.80
45005 - Fiscal Agent Fees		35,000.00	6,267.89	14,554.16	56,167.83	(21,167.83)
45010 - Interest		600.00	32.28	93.96	454.07	145.93
45015 - Copy/Fax		400.00	10.25	59.00	312.75	87.25
45020 - Other Income		10,000.00	-2,374.40	23,894.33	28,866.83	(18,866.83)
45025 - Contract Services		50,000.00	0.00	9,565.74	40,033.96	9,966.04
45030 - Transfers In		400,000.00	100,000.00	100,000.00	584,262.46	(184,262.46)
Revenue Total:		3,650,000.00	405,723.70	955,823.87	4,066,526.48	-416,526.48
Expense						
60005 - Accounting Fees		5,000.00	0.00	0.00	0.00	5,000.00
60010 - Audit		13,500.00	0.00	0.00	12,615.00	885.00
60020 - Bank Service Charges		15,000.00	1,571.96	3,723.17	13,684.48	1,315.52
60025 - Cash Short/Over		300.00	7.04	9.52	-15.24	315.24
60030 - Dues and Subscriptions		5,000.00	-1,392.33	-630.90	1,294.00	3,706.00
60035 - Engineering Fees		76,100.00	0.00	2,500.00	2,500.00	73,600.00
60045 - Late Fees		1,000.00	0.00	0.00	0.00	1,000.00
60050 - Legal Fees		10,000.00	683.99	1,234.76	5,280.22	4,719.78
60055 - Legal Notices		6,000.00	0.00	0.00	227.63	5,772.37
60060 - Licenses & Fees		8,000.00	-1,701.00	-1,616.00	1,940.04	6,059.96
60065 - Meals		2,500.00	29.39	197.86	1,156.53	1,343.47
60070 - Organizational Cost		11,900.00	0.00	0.00	0.00	11,900.00
60075 - Permit Fees		7,500.00	3,769.52	3,769.52	4,669.52	2,830.48
60080 - Postage		45,000.00	2,460.06	5,148.26	28,616.55	16,383.45
60090 - Professional Fees-Other		10,000.00	-800.00	-800.00	0.00	10,000.00
60100 - Project Development		132,000.00	100,000.00	100,000.00	509,619.46	(377,619.46)
60115 - Reconciliation Discrepancies		1,000.00	0.00	0.00	0.00	1,000.00
60116 - Alto De Las Flores Expenses		50.00	0.00	0.00	0.00	50.00
60120 - Retirement Account Fees		3,500.00	0.00	1,326.86	3,428.48	71.52
60125 - Easements & Leases		5,000.00	0.00	0.00	0.00	5,000.00
60130 - Training		14,000.00	1,479.10	1,768.20	8,572.75	5,427.25
60140 - Travel:Airfare Per Diem		500.00	0.00	289.29	289.29	210.71
60150 - Travel:Lodging Per Diem		5,050.00	0.00	328.96	3,416.26	1,633.74
60155 - Travel:Meals Per Diem		5,000.00	30.00	72.78	880.88	4,119.12
60160 - Travel:Mileage/Parking Per Diem		500.00	0.00	0.00	484.20	15.80
60175 - Fixed Asset Disposal Fees		1,500.00	800.00	800.00	800.00	700.00
60600 - Debit Service		206,860.00	25,582.04	57,166.62	227,511.38	(20,651.38)
60650 - Interest paid to NMFA		45,091.00	-20,787.40	4,568.10	23,929.85	21,161.15
60675 - Interest paid to USDA		130,008.00	10,629.36	31,888.08	127,552.32	2,455.68
63000 - Regular Pay		875,500.00	70,585.02	221,729.56	873,907.47	1,592.53
63001 - Overtime		24,200.00	3,658.43	7,688.22	22,956.34	1,243.66

63006 - Holiday Pay	44,000.00	4,209.46	4,209.46	43,726.70	273.30
63007 - Sick Pay	51,000.00	2,895.37	7,879.12	50,611.53	388.47
63008 - Annual Leave Pay	66,000.00	6,131.48	14,711.99	65,532.42	467.58
63010 - 401K 10% Company Contribution	94,400.00	94,375.34	94,375.34	94,375.34	24.66
63040 - Administrative Labor	900.00	867.58	867.58	867.58	32.42
63070 - Employee Benefits-401K Contrib	31,600.00	2,458.80	7,350.55	31,513.97	86.03
63090 - HISC-Blue Medicare Rx.	700.00	0.00	42.45	631.15	68.85
63100 - Insurance-Dental	12,000.00	1,031.58	2,950.86	11,847.69	152.31
63110 - Insurance-Health	255,000.00	23,002.16	65,698.89	254,492.23	507.77
63115 - Salaries: Insurance - Work Comp	21,300.00	2,097.00	6,291.00	21,285.00	15.00
63125 - Insurance: Life & Disability	3,000.00	-24.83	2,237.40	2,237.40	762.60
63130 - Mileage	1,500.00	0.00	77.09	520.52	979.48
63135 - Drug Testing	150.00	0.00	0.00	150.00	-
63160 - Payroll Taxes-Medicare	16,050.00	1,268.45	3,715.17	15,322.84	727.16
63170 - Payroll Taxes-Social Security	67,200.00	5,423.74	15,885.52	65,517.60	1,682.40
63200 - Vision Insurance	4,000.00	321.93	903.15	3,605.22	394.78
64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	0.00	9,810.42	37,384.47	12,615.53
64200 - Sewer:Electricity-Sewer	10,000.00	1,481.42	2,921.19	9,937.90	62.10
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	0.00	960.94	2,846.90	7,153.10
64501 - Pre Paid Tank Site Lease	1,900.00	1,867.68	1,867.68	1,867.68	32.32
65010 - Automobile Repairs & Maint.	76,250.00	6,111.36	14,978.02	59,416.87	16,833.13
65230 - Computer Maintenance	60,000.00	3,211.30	10,522.24	57,667.10	2,332.90
65240 - Equipment Rental	2,500.00	975.50	975.50	1,705.91	794.09
65250 - Fuel	60,000.00	5,683.85	15,780.69	58,481.52	1,518.48
65255 - GPS Insights Charges	6,500.00	6,067.98	6,067.98	6,067.98	432.02
65260 - Kitchen & Cleaning Supplies	5,000.00	0.00	0.00	0.00	5,000.00
65270 - Lab Chemicals-Water	10,000.00	15.00	327.66	1,002.61	8,997.39
65280 - Lab Chemicals-Water:Chemicals	40,000.00	5,604.23	15,321.37	37,176.89	2,823.11
65300 - Locates	2,350.00	1,522.86	1,522.86	2,298.82	51.18
65310 - Maint. & Repairs-Infrastructure	199,741.00	-20,870.74	-12,229.45	35,141.17	164,599.83
65320 - Maint. & Repairs-Office	32,000.00	18,889.00	19,688.61	28,896.27	3,103.73
65330 - Maintenance & Repairs-Other	67,700.00	-9,712.97	28,921.58	216,123.47	(148,423.47)
65340 - Materials & Supplies	127,000.00	-34,430.67	-9,133.13	103,660.28	23,339.72
65345 - Non Inventory-Consumables	77,200.00	2,575.88	10,484.13	40,703.76	36,496.24
65350 - Office Supplies	15,000.00	13.53	2,154.89	9,248.49	5,751.51
65360 - Printing and Copying	20,000.00	1,134.87	6,021.75	16,218.69	3,781.31
65370 - Tool Furniture	16,000.00	1,208.32	1,838.80	15,179.47	820.53
65390 - Uniforms-Employee	15,000.00	763.18	2,348.20	10,625.75	4,374.25
65490 - Cell Phone	20,000.00	1,512.52	4,542.41	18,261.11	1,738.89
65500 - Electricity-Lighting	10,000.00	455.65	1,636.90	5,782.28	4,217.72
65510 - Electricity-Offices	17,000.00	1,395.32	4,213.80	14,805.78	2,194.22
65520 - Electricity-Wells	215,500.00	19,310.34	50,672.38	208,073.87	7,426.13
65530 - Garbage Service	2,500.00	219.58	708.74	2,478.08	21.92
65540 - Natural Gas	3,000.00	144.73	439.07	1,841.09	1,158.91
65550 - Security/Alarm	10,000.00	0.00	3,188.74	6,649.04	3,350.96
65560 - Telephone	27,500.00	-5,272.93	-2,348.46	20,504.83	6,995.17
65570 - Wastewater	2,500.00	176.40	529.20	2,028.60	471.40
66100 - Government Penalties & Interest	2,500.00	0.00	0.00	0.00	2,500.00
66200 - Insurance-General Liability	80,000.00	0.00	16,136.00	68,378.00	11,622.00
66700 - Water Conservation Fee	20,000.00	1,841.03	4,229.70	13,187.39	6,812.61
00000 - To Reserves	0.00	10,596.80	30,596.80	181,765.41	(181,765.41)
Expense Total:	3,650,000.00	363,154.26	914,055.64	3,832,962.08	-182,962.08
Total Surplus (Deficit):	0.00	42,569.44	41,768.23	233,564.40	-233,564.40



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LOWER RIO GRANDE

Public Water Works Authority

Resolution #FY2019-04

Approving Fourth Quarter Budget for Fiscal Year 2019

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 FY2018 Fourth Quarter Budget on July 18, 2018.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve the FY2018 Fourth Quarter Budget officially approved on July 18, 2018.

PASSED, APPROVED, AND ADOPTED: July 18, 2018

Mike McMullen, Chairman

Seal:

Esperanza Holguin, Secretary



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LOWER RIO GRANDE

Public Water Works Authority

Resolution #FY2019-01

Final Budget for Fiscal Year 2019

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 FY2019 Final Budget on July 18, 2018.

Therefore, be it resolved, the Board of Directors adopts and passes this resolution to approve the FY2019 Final Budget officially approved on July 18, 2018.

PASSED, APPROVED, AND ADOPTED: July 18, 2018.

Mike McMullen, Chairman

Seal:

Esperanza Holguin, Secretary

Position 3
OPERATING BUDGET

Schedule 1

Name		Address			
Applicant Fiscal Year		County		State (Including ZIP Code)	
From	To				
	20	20	20	20	First Full Year
OPERATING INCOME	(1)	(2)	(3)	(4)	(5)
1. _____					
2. _____					
3. _____					
4. _____					
5. Miscellaneous					
6. Less: Allowances and Deductions	()	()	()	()	()
7. Total Operating Income (Add Lines 1 through 6)					
OPERATING EXPENSES					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. Interest (RD)					
16. Depreciation					
17. Total Operating Expense (Add lines 8 through 16)					
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)					
NONOPERATING INCOME					
19. _____					
20. _____					
21. Total Nonoperating Income (Add Lines 19 and 20)					
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)					

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____
Secretary Date

Appropriate Official Date

PROJECTED CASH FLOW

	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	First Full Year
A. Line 22 from Schedule 1 Income (<i>Loss</i>)					
Add					
B. Items in Operations not Requiring Cash:					
1. Depreciation (<i>Line 16, Schedule 1</i>)					
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase (<i>Decrease</i>) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease (<i>Increase</i>) in Accounts Receivable, inventories and Other Current Assets (<i>Exclude Cash</i>)					
5. Other: _____					
6. _____					
D. Total all A, B and C Items					
E. Less: Cash Expended for:					
1. All Construction, Equipment and New Capital Items (<i>Loan and grant funds</i>)					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5					
Add					
F. Beginning Cash Balances					
G. Ending Cash Balances (<i>Total of D minus E 6 plus F</i>)					
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					

Total - Agrees with Item G					



LOWER RIO GRANDE

Public Water Works Authority

Special District of
LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

COUNTY OF DONA ANA

Resolution No. FY2019-02

A
RESOLUTION
ADOPTING THE FY 2020-2024 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN
(ICIP)

- WHEREAS, the county/municipality/tribal entity/chapter/special district of Lower Rio Grande Public Water Works Authority recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE SPECIAL DISTRICT LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY that:

1. The special district has adopted the attached FY 2020-2024 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long- range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. FY2017-18.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of July 18, 2018.

Mike McMullen, Board Chair

SEAL:

ATTEST:

Esperanza Holguin, Secretary

Infrastructure Capital Improvement Plan FY 2020-2024

Lower Rio Grande Public Water Works Authority Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2020	2021	2022	2023	2024	Total Project Cost	Amount Not Yet Funded	Phases?
22905	2020	001	Water System Rehabilitation & Improvements	Water - Water Supply	1,285,606	2,451,573	3,479,347	3,275,671	0	0	10,492,197	9,206,591	Yes
30435	2020	002	Central Office & Warehouse Facility	Facilities - Administrative Facilities	3,285,619	700,000	0	0	0	0	3,985,619	700,000	No
21300	2020	003	Water Supply and Treatment Plant	Water - Water Supply	961,684	5,000,000	0	0	0	0	5,961,684	5,000,000	No
34438	2020	004	Close Wetlands	Water - Wastewater	0	250,000	0	0	0	0	250,000	250,000	No
30447	2020	005	Water Master Plan	Water - Water Supply	63,000	137,000	0	0	0	0	200,000	137,000	No
21301	2020	006	Authority Brazito Sewer Project	Water - Wastewater	8,774,860	14,419,000	0	0	0	0	23,193,860	14,419,000	No
24026	2020	007	System-Wide Information Technology Standardization	Equipment - Other	1,027,500	1,080,000	150,000	100,000	250,000	0	2,607,500	1,580,000	Yes
19248	2020	008	Authority Interconnect Looping Project	Water - Water Supply	262,563	2,040,000	1,000,000	1,000,000	1,000,000	0	5,302,563	5,040,000	Yes
25096	2020	009	Heavy Equipment Purchase	Equipment - Other	104,115	571,000	100,000	100,000	100,000	100,000	1,075,115	971,000	Yes
30449	2020	010	Containment Removal Facilities and Equipment	Water - Water Supply	0	600,000	600,000	600,000	0	0	1,800,000	1,800,000	Yes
25937	2021	001	40 Year Water Plan Update	Water - Water Supply	0	0	75,000	0	0	0	75,000	75,000	No
22906	2021	002	Light Equipment Purchase	Equipment - Other	160,145	0	90,000	90,000	90,000	80,000	510,145	350,000	Yes
25097	2022	001	Sewer Service Extension to Unserved Areas	Water - Wastewater	0	0	0	100,000	600,000	1,500,000	2,200,000	2,200,000	Yes
27612	2024	001	Green Projects	Other - Other	0	0	0	0	0	100,000	100,000	100,000	No

Infrastructure Capital Improvement Plan FY 2020-2024													
25920	2024	002	Water Rights Purchase	Water - Water Rights	0	0	0	0	0	1,800,000	1,800,000	1,800,000	Yes
34436	2024	003	Water Audit	Water - Water Supply	0	0	0	0	0	50,000	50,000	50,000	No
34437	2024	004	Production Meters	Water - Water Supply	0	0	0	0	0	250,000	250,000	250,000	No
Number of projects:			17										
			Funded to date:	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Total Project Cost:	Total Not Yet Funded:			
Grand Totals			15,925,092	27,248,572	5,494,347	5,265,671	2,040,000	3,880,000	59,853,684	43,928,592			

Appendix I: ICIP Completion Certification Form

FY 2020-2024 ICIP Completion Certification Form

This certifies that

Entity Name

Entity Code Number

has completed and entered the information required for the FY 2020-2024 Infrastructure Capital Improvement Plan (ICIP), to include the following for each project (please check mark each item completed):

1. Entity Information.

- ☐ Contact person name, address, county, telephone, fax number, email address.
- ☐ COG District number
- ☐ Entity type.
- ☐ Compliant with Executive Order 2013-006
- ☐ Asset management plan and/or inventory listing of capital assets.

2. Complete information on –

- ☐ Project Priority Process
- ☐ Capital Improvement Goals
- ☐ Factors/Trends Considered

3. Capital Project Detail.

- ☐ Year/Rank
- ☐ Project Title
- ☐ Project Type
- ☐ Category
- ☐ Project Contact Information
- ☐ Project Location
- ☐ Legislative Language
- ☐ Description/Scope of Work
- ☐ Secured/Potential Funding Budget
- ☐ Project Budget
- ☐ Phasing Budget
- ☐ Operating Budget
- ☐ Who will Own, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
- ☐ Answer all questions as related to each specific project

Authorized Signature

Date (xx/xx/xxxx)

Printed Name

Business/Government Partnership Opportunity



- Do you want over 1,700 elected and appointed officials from around New Mexico to become familiar with your business or agency?
- Would you like to have the names, addresses, and telephone number of these officials?
- Do you want to know what is going on in the world of the municipal official? Would you like to increase your sales to these officials while saving your company time and money?
- If you are nodding your head YES to these questions, then you should consider becoming a member of the Business or Government Partnership Program of the New Mexico Municipal League, an association that represents municipalities throughout the state.

What Do We Do?

The New Mexico Municipal League (NMML) is a non-profit organization comprised of all 105 incorporated municipalities in the State of New Mexico that works to improve and assist local governments.

While the purpose of the League is to serve New Mexico's municipalities, many businesses & government agencies will find it advantageous to participate in the League as Business/Government Partners. Membership allows an organization to receive League publications to be more aware of issues that are of concern to municipal government and to have more contact with municipal officials.

If your organization deals regularly with New Mexico municipal governments, you should consider a Business/Government Partner membership. Consider the benefits. Your membership is a valuable business investment. If you feel this program is for you, why not send in your membership today? We look forward to working with you and helping you work with New Mexico's municipalities.



Business/Government Partnership Opportunity

Become a member of our team today!

NMML
P. O. Box 846
Santa Fe, New Mexico 87504
(800) 432-2036
Fax: (505) 984-1392
www.nmml.org

BENEFITS OF THE BUSINESS/GOVERNMENT PARTNERSHIP PROGRAM

Subscriptions and Publications:

- ❖ *The Municipal Reporter* – the League’s monthly newsletter is a regularly published publication that reaches New Mexico’s municipal officials. The newsletter is distributed to over 2,000 officials, including mayors, governing body members, judges, city managers, municipal clerks, court clerks, attorneys, police chiefs, fire chiefs, government finance officers, public works directors, environmental quality officials, librarians, risk managers, safety officers, zoning officials and airport managers.
- ❖ *Legislative Bulletin* – is a publication published weekly during the legislative session highlighting bills introduced that specifically impact municipalities around the state. A *Summary of Laws* is published at the conclusion of the legislative session, which highlights bills passed that impact municipalities.
- ❖ *Directory of Municipal Officials* – issued annually, which includes names of both elected and appointed municipal officials, addresses, municipality e-mail addresses, and phone/fax numbers of city halls and employees of each municipality. Over 1,000 copies are distributed to municipalities as well as organizations that work with them.

Note: Members participating in the Business and Government Partnership Program will be listed in the Directory of Municipal Officials.

Other Benefits:

- ❖ A 10% discount on advertising in *The Municipal Reporter*.
- ❖ Recognition of Business/Government Partner membership in Annual Conference Program.

- ❖ Member rates for attendance at the New Mexico Municipal League Annual Conference. Over 600 key municipal officials attend the conference in August.
- ❖ A listing on the New Mexico Municipal League’s Web Page. Now includes an area for our Business and Government Partners with scrolling logos and a link to the list of partner contacts and their web sites.

Membership Cost for Fiscal Year 2014/2015:

\$400 per year – Business Partner

\$200 per year – Government Partner

If your organization is interested in becoming a member of the Business or Government Partnership Program, please complete the application form and mail it with your check (or complete credit card information on right): New Mexico Municipal League, P. O. Box 846, Santa Fe, NM 87504

Please indicate below your organization’s type of business/service for placement in the New Mexico Municipal League’s Directory (updated each May).

- ☐ Architecture & Engineering
- ☐ Computer Services & Office Systems
- ☐ Construction, Road & Street Services
- ☐ Consulting Services
- ☐ Environment & Sanitation
- ☐ Finance
- ☐ Government Agency
- ☐ Insurance & Risk Management
- ☐ Legal Services
- ☐ Other – Specify: _____

Business/Government Partnership Program Application Form

Company/Agency _____

Name: _____

Representative: _____

Title: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Phone: _____

Fax: _____

E-mail: _____

Web site: _____

PAYMENT INFORMATION:

☐ PO# _____

☐ Check Enclosed - Payable to NMML

Charge my registration fee to:

☐ Visa or ☐ Master Card listed below.

The NMML is authorized to use the card below to pay the applicable fee in the amount of:

☐ \$400 ☐ \$200

Card #: _____

Exp Date: _____

Name of
Card Holder: _____

2018 NMML Meetings Calendar	
January 16	30 Day Legislature Convenes
January 19	Municipal Airport Managers Association Meeting – Albuquerque Airport
January 24	NMSIF Safety Workshop (Newbie) – Safety Counselling Office, Albuquerque
January 25	NMSIF Safety Workshop (Veteran) – Safety Counselling Office, Albuquerque
February 1	Municipal Police Chiefs Association Meeting – La Fonda Hotel, Santa Fe
February 2	Municipal Day – La Fonda Hotel, Santa Fe (Reception on 1 st)
February 2	NMML Board of Directors – La Fonda Hotel, Santa Fe
February 8	Aviation/Aerospace Day at the Legislature (Reception on 7 th at Inn at Loretto)
February 15	2018 Legislature Adjourns at noon
March 7	NMSIF Safety Workshop (Veteran) – Safety Counselling Office, Albuquerque
March 8	NMSIF Safety Workshop (Veteran) – Safety Counselling Office, Albuquerque
March 10 – 14	NLC Congressional City Conference – Marriott Wardman Park Hotel, Washington D.C.
March 18 – 21	AAAE South Central Chapter Conference, Hotel Albuquerque
March 19	District 3 Meeting – Blue Hole Conference Center, Santa Rosa
March 19 – 23	NM Municipal Judge Orientation – Sheraton Airport, Albuquerque
March 20	District 4 Meeting – Clovis Convention Center
March 21	District 5 Meeting – City Hall Annex, 3rd Floor, Hobbs
March 22	District 6 Meeting – The Lodge at Cloudcroft
March 23	District 7 Meeting – T or C Civic Center
March 24	Newly Elected Officials Institute – Sheraton Airport, Albuquerque
March 26	District 1 Meeting – El Moro Events Center, Gallup
March 27	District 2 Meeting – The Blake at Taos Ski Valley
March 28	District 8 Meeting – Council Chambers, Bernalillo
April 4	NM Airport Managers Association Meeting – Eldorado Hotel, Santa Fe
April 4 – 6	State Aviation Conference – Eldorado Hotel, Santa Fe
April 5 – 6	NMLA Mini-Conference/Municipal Librarians Assn. Mtg. – WNMU, Silver City
April 7	Newly Elected Officials Institute – Hotel Encanto de Las Cruces
April 17 – 20	CFOA Spring Meeting – Marriott Hotel on Louisiana, Albuquerque
April 20 – 23	IMLA Mid-Year Seminar – Washington D.C.
April 26 – 27	MOLI – Advanced Institute – La Posada, Santa Fe
April 25	NMSIF Safety Workshop (Newbie)–Mesilla Valley Regional Dispatch Authority, Las Cruces
April 26	NMSIF Safety Workshop (Veteran)–Mesilla Valley Regional Dispatch Authority, Las Cruces
May 2 – 4	NMLZO Semi-Annual Meeting/Workshop – Clovis Civic Center
May 2 – 4	Municipal Judges Prof. Dev. Conference – Sheraton Airport, Albuquerque
May 4	Police Chiefs Association Meeting – Embassy Suites Hotel, Albuquerque
May 6 – 9	National GFOA Annual Conference, St. Louis, Missouri
May 9 – 11	NLC-RISC Trustees Conference – Eldorado Hotel, Santa Fe
May 12	NMML Budget Committee – NMML Office, Santa Fe
May 16 – 18	MOLI – Education Program – La Posada, Santa Fe
May 17 – 18	Environmental Quality Association Meeting – Red River
May 20 – 24	IIMC Annual Conference – Norfolk, Virginia
May 29	Written notice to member municipalities soliciting nominations for NMML Board

2018	S	M	T	W	T	F	S
Jan		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Feb	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Mar	25	26	27	28	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Apr	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
May	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
Jun	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Jul	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
Aug	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
Sep	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
Oct	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
Nov	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
Dec	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Dec	30	31					

2018 NMML Meetings Calendar	
June 2	NMML Board of Directors Meeting – Hotel Albuquerque
June 23	Policy Committee Meetings – Marriott Hotel on Louisiana, Albuquerque
June 27	Letter declaring candidacy for NMML Board must be received at the NMML Office
June 28	In absence of any NMML Nomination/Declaration of candidacy, the NMML President appoints a Nominating Committee
July 2	Report of Declared NMML Board Candidates sent to all members
July 11 – 13	NLC State League Staff Development Workshop – Cleveland, Ohio
July 11 – 13	NM City Management Association Conference – Ruidoso Convention Center
July 11 – 13	Municipal Court Clerks Conference – Sheraton Uptown, Albuquerque
July 19 – 20	NLC-MIC Board of Directors Meeting – Milwaukee, Wisconsin
July 20	If necessary, the Nominating Committee meets to recommend NMML Board Candidate(s) for any undeclared office or at-large directorship
July 21	Resolutions Committee Meeting – Marriott Hotel on Louisiana, Albuquerque
July 25	If necessary, Nominating Committee Report mailed to member municipalities
August 3	Municipal Airport Managers Association Meeting – Albuquerque Airport
August 7 – 10	State League Executive Directors Summer Workshop, Alyeska Resort, Alaska
August 29 – 31	NMML Annual Conference – Roswell Convention Center, Roswell
August 30	Election of Officers and Directors-At-Large during NMML Annual Conference. Nominations from the floor may be made then.
Sept. 12 – 14	MOLI – Governance Program – La Posada, Santa Fe
Sept. 23 – 26	ICMA Annual Conference – Baltimore, Maryland
Sept. 26 – 28	NMLZO Annual Meeting/Workshop – Red River Conference Center
Sept. 28 – Oct 1	Fire Service Conference – Ruidoso Convention Center
October 6	NMML Board of Directors Meeting – NMML Office, Santa Fe
October 6 – 9	IACP Annual Conference – Orlando, Florida
October 14 – 19	Municipal Clerks Certification Institute – MCM Elegante Hotel, Albuquerque
October 17 – 19	Master Municipal Clerks Academy – MCM Elegante Hotel, Albuquerque
October 17 – 21	IMLA Annual Conference – Hilton Houston Americas, Houston, Texas
October 22 – 24	NLC-RISC Staff Conference – Little Rock, Arkansas
October 24 – 26	NM Infrastructure Conference – Isleta Resort & Casino, Albuquerque
October 25 – 26	MOLI Refresher Program – La Posada, Santa Fe
Oct. 31 – Nov. 1	NMLA Annual Conference/Municipal Librarians Assn. Mtg. – Albuquerque Marriott Pyramid North
November 7 – 9	MOLI – Leadership Program – La Posada, Santa Fe
November 7 – 10	NLC City Summit, Los Angeles, California
November 15 – 16	DFA Budget Workshop – Marriott Hotel on Louisiana, Albuquerque
November 16	NM Airport Managers Association – Albuquerque Airport
November TBA	NMML/NMAC Joint Executive Committee Meeting – Santa Fe – TBA
Dec 5 – 7	NMGFOA Winter Conference – Marriott Hotel on Louisiana, Albuquerque
Dec 5 – 7	Municipal Attorneys Association Conf. – Marriott Hotel on Louisiana, Albuquerque
Dec 5 – 7	NM City Management Association Conf. – Marriott Hotel on Louisiana, Albuquerque
Dec 12 – 14	NM Law Enforcement Conference – Crowne Plaza Hotel, Albuquerque
Dec TBA	NLC-MIC Board Meeting – TBA
For meeting programs and registration information, go to the League's website at www.nmml.org under Events/Upcoming Events. Documents are posted for each event as soon as available.	

2018	S	M	T	W	T	F	S
Jan		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Feb	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Mar	25	26	27	28	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Apr	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
May	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
Jun	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Jul	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
Aug	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
Sep	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
Oct	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
Nov	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
Dec	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					



GFOA

NEW MEXICO GOVERNMENT FINANCE OFFICERS ASSOCIATION

MEMBERSHIP APPLICATION
(PLEASE PRINT OR TYPE)

DATE: _____

APPLICANT'S NAME: _____

TITLE: _____

MUNICIPALITY: _____

MAILING ADDRESS: _____
Street/City/Zip

BILLING ADDRESS: _____
Street/City/Zip

PHONE: _____

EMAIL: _____

NOTE: New Mexico Government Finance Officers Association membership is effective from July 1st through June 30th, upon receipt of payment. Annual dues are \$50.00.

If you must reference a purchase order (PO) please indicate PO# _____ for billing purposes.

Please make checks payable to the NEW MEXICO GOVERNMENT FINANCE OFFICERS ASSOCIATION and mail to:

David Keyser, Deputy Controller
New Mexico Municipal League
P.O. Box 846 • Santa Fe, New Mexico 87504-0846
dkeyser@nmml.org

ATTACHMENTS

Please check the appropriate box and include applicable **attachments**

1. As set forth in the AGREEMENT FOR ENGINEERING SERVICES dated the 19th day of February 2016 by and between the Lower Rio Grande Public Water Works Authority, the OWNER, and Miller Engineers, Inc. d/b/a Souder, Miller & Associates, the ENGINEER, the OWNER and ENGINEER agree this ____ day of July 2018 that the OWNER shall compensate the ENGINEER for services described in Section B and Section C and further described in

☒ **ATTACHMENT I – Planning Services scope of work, cost proposal and compensation for Engineering Services During the Planning Phase**

☐ **ATTACHMENT II – Design Services scope of work, cost proposal and compensation for Engineering Services During the Design Phase**

☐ **ATTACHMENT III - Construction Services scope of work, cost proposal and compensation for Engineering Services During the Construction Phase**

☐ **ATTACHMENT IV - Operational Services scope of work, cost proposal and compensation for Engineering Services During the Operation Phase**

2. Compensation for ENGINEERING SERVICES shall be by the

☒ **LUMP SUM** method of payment. The total amount of compensation for ENGINEERING SERVICES, as described in the appropriate ATTACHMENTS shall not exceed \$4,800.00, excluding gross receipt tax and reimbursables.

☐ **STANDARD HOURLY RATE WITH MAXIMUM** method of payment. The total amount of hourly charges, excluding gross receipt tax and reimbursables, for ENGINEERING SERVICES as described in the appropriate ATTACHMENTS shall not exceed \$ _____ without prior written approval of the OWNER, with Funding Agency concurrence.

3. Compensation for ADDITIONAL ENGINEERING SERVICES (provided by the ENGINEER upon written authorization from the OWNER and concurrence of the Funding Agency), shall be by the

☐ **LUMP SUM** method of payment. The total amount of compensation for ADDITIONAL ENGINEERING SERVICES, as described in the appropriate ATTACHMENT shall not exceed \$ _____, excluding gross receipt tax and reimbursables.

☐ **STANDARD HOURLY RATE WITH MAXIMUM** method of payment. The total amount of hourly charges, excluding gross receipt tax and reimbursables, for ADDITIONAL ENGINEERING SERVICES as described in the appropriate ATTACHMENT shall not exceed \$ _____ without prior written approval of the OWNER and with Funding Agency concurrence.

4. The amount of compensation shall not change unless the scope of services to be provided by the ENGINEER changes and this Agreement is formally amended according to Section A-5.

Contract Time under Section B. and for the purpose of Section A.8 shall be in Exhibit A, Scope of Services, Project Schedule.

5. The OWNER and ENGINEER agree that as mutually agreeable, reasonable Liquidated Damages for delay (but not as a penalty), ENGINEER shall pay OWNER fifty dollars (\$50.00) (minimum fifty dollars [\$50.00] per day) for each calendar day that expires after the Contract Time specified in the Agreement (See attached

project schedule - Gantt chart, bar chart, etc.) until the Work is complete and accepted by the OWNER. OWNER shall have no more than ten (10) calendar days to accept or reject the Work.

6. The ENGINEER agrees to obtain and maintain, at the ENGINEER's expense, such insurance as will protect the ENGINEER from claims under the Workman's Compensation Act and such comprehensive general liability and automobile insurance as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER, or by the ENGINEER's employees, for the ENGINEER's functions and services required under this Agreement. Such insurance shall be in an amount not less than \$500,000 for injury to any one person and \$1,000,000 on account of any one accident and in the amount of not less than \$1,000,000 for property damage. The ENGINEER further agrees to procure and maintain professional liability (errors and omissions) insurance in an amount not less than \$1,000,000 per claim and in the aggregate. Prior to commencement of any work, the ENGINEER shall furnish to the OWNER a certificate that complies with this paragraph. The certificate shall provide that the policy shall not be canceled until at least ten (10) calendar days prior written notice shall have been given to the OWNER. ENGINEER shall provide annual updates of the certificate to demonstrate the policy remains in effect for the duration of this Agreement.

7. OWNER shall pay ENGINEER applicable gross receipt taxes and reimbursable expenses at the rates set forth in the appropriate ATTACHMENTS. The amounts payable to ENGINEER for reimbursable expenses will be the project related internal expenses, such as mileage, per diem and reproduction, actually incurred or allocated by ENGINEER, plus all invoiced external reimbursable expenses, including consultants, allocable to the project, the latter multiplied by a factor of 1.1 (1.1 MAXIMUM). Mileage will be reimbursed at the current federally approved IRS rate. Reimbursable expenses shall not exceed the estimate in the ATTACHMENT without prior written approval of the OWNER, with Funding Agency concurrence.

8. The method for interim or partial payments, such as milestone or time & materials, shall be: Invoices will be issued on a monthly basis reflecting the percentage complete to date and at milestones.

The rest of the page is intentionally left blank

9. Signatures

IN WITNESS THEREOF, the parties hereto have executed, or caused to be executed, by their duly authorized officials, this Agreement in triplicate on the respective dates indicated below.

ATTEST: _____
Type Name _____
Title _____
Date _____

OWNER: Lower Rio Grande PWWA
By _____
Type Name Mike McMullen
Title Board Chair
Date _____

ATTEST: Martin E. Howell
Type Name Martin E. Howell, P.E.
Title Senior Engineer II
Date 06Jul18

ENGINEER: Souder, Miller & Associates
By Lilla J. Reid
Type Name Lilla J. Reid, P.E.
Title Senior Design Manager
Address 3500 Sedona Hills Parkway
Las Cruces, NM 88011
Date 06Jul18

REVIEWED: FUNDING AGENCY
NAME: _____
By _____
Type Name _____
Date _____

Scope of Services

Project Description

Souder, Miller & Associates (SMA) prepared this Scope of Services to provide Planning Services to Lower Rio Grande Public Water Works Authority (PWWA) (Owner) to amend the September 2017 ***Preliminary Engineering Report Valle del Rio Water System Improvements*** for the Lower Rio Grande PWWA. SMA proposes to complete the scope of work described below.



Valle Del Rio Project Area

Planning Services

SMA will amend the 2017 Preliminary Engineering Report (PER) following the United States Department of Agriculture (USDA) Rural Utilities Service (RUS) Bulletin 1780-2. The amendment will address the following:

- 1) Distribution system replacement
- 2) Tank Rehabilitation
- 3) Updated Cost Estimates

The purpose of the PER amendment will be to address the Owner's issues related to excessive maintenance costs for the distribution system and the existing storage tank.

SMA will amend the following alternatives and recommend the best alternative based on the guidelines in the USDA Bulletin. The alternatives to be evaluated include:

1. Alternative 2 – Replace Existing Distribution Waterlines
2. Alternative 3 (amended) – Rehabilitate Existing Water Storage Tank

Site Visits/Meetings

It is not anticipated that SMA will need any trips to the project site to meet with the client.

Deliverables

1. SMA will deliver one color copy of the 95% draft Amended Preliminary Engineering Report (PER) to:
 - a. New Mexico Environment Department (NMED) – Construction Programs Bureau (CPB)
 - b. Owner
2. SMA will revise the draft PER to attempt to address the comments received from NMED, and the Owner, and prepare a final PER. Color copies of the final PER will be submitted to the reviewing agencies for approval as necessary. Once the PER has been approved by the NMED, SMA will deliver SMA will deliver Three (3) color copies of the approved PER to the Owner.

Project Schedule

SMA proposes to complete the above scope of services according to the following schedule.

<u>Task</u>	<u>Duration (calendar days)</u>
Preliminary Draft of the PER	21 days from the receipt of Notice to Proceed
Final Draft of the PER	14 days from the receipt of Owner data

Compensation

Compensation for Basic Engineering Services during the Planning Phase shall be by the LUMP SUM method of payment, and as such, invoices will not include an itemized breakdown of charges. The total amount of compensation for said services described above shall not exceed \$4,800, excluding gross receipt tax, as outlined in the attached Cost Proposal. Invoices will be submitted to the Owner as outlined in the contract.

Assumptions

The following assumptions were made in the preparation of the scope of services and associated fee.

1. SMA assumes that the Owner has data regarding their existing utility system(s). The scope of work does not include any investigative field work. Such field work can be completed, but a fee must be negotiated for this extra work.
2. SMA assumes that the system water quality meets Drinking Water Standards. Investigation of water quality issues and solutions is not included in this scope of services.
3. SMA assumes that the Owner has all of the financial records required to complete the PER. Work required to review financial information that is not in standard formats will require additional effort not included in the current scope and fee.
4. SMA assumes that the Owner can provide the most recent copy of the Sanitary Survey of the system.

Summary of Cost Proposal

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

Project Description: LRGPWWA Valle Del Rio PER Amendment
Project Number: 6324643
Owner: LRGPWWA
Date of Submittal: June 6, 2018
Tax Rate on Services: 8.3125%

TOTALS

PHASE/ CATEGORY OF WORK	Subtotal	NMGRT	Total
P2T2a - Preliminary Engineering Report Amendment	\$ 4,800.00	\$ 399.00	\$ 5,199.00
TOTALS	\$ 4,800.00	\$ 399.00	\$ 5,199.00

EXHIBIT A.2 - COST PROPOSAL

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

PRELIMINARY ENGINEERING REPORT - BASIC ENGINEERING SERVICES

Project Description: LRGPWVA Valle Del R
 Project Number: 6324643
 Owner: LRGPWVA
 Date of Submittal: June 6, 2018
 Tax Rate on Services: 8.3125%

Job Description	Senior Design Manager	Senior Eng./Sur. Mgr. II	Staff EIT/LSIT Sci. II	Sr. Eng. Des./Surv. Tech IV	Admin III	Expenses	Total SMA	Sub Contracts	Total Task
Billing Rate per Unit	\$ 190	\$ 165	\$ 100	\$ 105	\$ 90	\$ 1.00			
Unit	Hrs	Hrs	Hrs	Hrs	Hrs	Actual	\$	\$	\$
Task									
P2T2a - Preliminary Engineering Report Amendment									
Project Start-Up							\$ -		
NMED Interview	1	1					\$ 355		
Start-Up Meeting w/ Design Team		1	1				\$ 265		
On-Going Project Management	1				1		\$ 235		
Data and Meas. (Below):							\$ -		
Interview Maintenance Staff		1	1				\$ 265		
Studies / Schematics (Below):							\$ -		
Need for Project		0.5	2				\$ 283		
Identify Alternatives/Eval Criteria		0.5	2				\$ 283		
Development of Figures		0.5	2	4			\$ 703		
Evaluation of Alternatives		0.5	2				\$ 283		
Proposed Project			1				\$ 100		
Develop Probable Project Cost Estimate			3				\$ 300		
Conclusion and Recommendations			1				\$ 100		
Produce Report			1		1	50	\$ 240		
Internal QA/QC	2	1	2				\$ 745		
Revise Based on comments	1	1	2		1		\$ 645		
Subtotal Hours:	5	7	20	4	2.5	50	\$ 4,800	\$ -	\$ 4,800
Subtotal Cost:	\$ 950	\$ 1,155	\$ 2,000	\$ 420	\$ 225	\$ 50	\$ 4,800		

Total Cost of PER Amendment Phase Services: \$ 4,800



www.LRGauthority.org

LOWER RIO GRANDE

Public Water Works Authority

325 Holguin Road

Vado, New Mexico 88072

(575) 233-5742

August 1, 2018

Sandra Alarcon
Loan Specialist
USDA Rural Development
2510 North Telshor Blvd.
Las Cruces, NM 88011

RE: Letter for request of approval for an Emergency O & M Interagency Agreement between the Talavera MDWCA and the Lower Rio Grande Public Water Works Authority

Dear Ms. Alarcon:

The Board of Directors for the Lower Rio Grande Public Water Works Authority (Authority) would like to request Rural Development's approval for an Operation and Maintenance (O & M) Interagency Agreement (Agreement) between the Talavera Mutual Domestic Water Consumers Association and the Authority.

The LRGPWWA Board is requesting approval from your agency for entities indebted to the United State Government through Rural Development.

Regards,

Martin G. Lopez, GM
Lower Rio Grande PWWA

**EMERGENCY INTERAGENCY AGREEMENT FOR OPERATION AND MAINTENANCE AND
SYSTEM MANAGEMENT
OF WATER SYSTEM FOR THE**

**Talavera
Mutual Domestic Water Consumers Association**

BY

Lower Rio Grande Public Water Works Authority

This Interagency Agreement, hereinafter refer to as Agreement, made and entered into this 1st day of August, 2018, by and between the Board of Directors of the **Talavera Mutual Domestic Water Consumers Association**, hereinafter designated as the **Owner**, and **Lower Rio Grande Public Water Works Authority**, hereinafter designated as the **Certified Operator**, pursuant to a Motion duly passed by the Board of Directors of the Lower Rio Grande Public Water Works Authority.

Whereas, the Owner and Certified Operator have this date mutually agreed that the Certified Operator shall provide management and waterworks operation and maintenance services for the Owners water system, and the Owner agrees to pay for the services performed under the terms and conditions established by this agreement.

NOW THEREFORE, in consideration of the agreement contained herein, the parties hereby covenant, agree and contract as follows:

1. The Owner shall provide the following to the Certified Operator:
 - a. The Owner shall pay \$1,000.00 per month for all routine operation and maintenance services outlined in 4.a.i. through 4.a.xii. and 4.b.vi.
 - b. The Owner shall pay \$50.00 per hour for all required and/or requested operation and maintenance services outlined in 4. b.i. through 4.b.vi., if said activities do not require equipment such as a backhoe or trencher. When equipment is necessary, including emergency responses which require equipment, the cost per hour for services to be paid by Owner shall be \$100.00. Rental expense if equipment is rented.
 - c. The Owner shall bear full responsibility for the costs associated with materials, supplies and permits for all aspects of the operation and maintenance, including the need for special equipment such as boring machines.
 - d. The Owner shall remit payment in full within thirty (30) days of receipt of a monthly billing statement from Certified Operator. Any amounts billed and disputed by Owner

shall be identified by Owner at the time of payment and said funds shall be placed in escrow by Certified Operator, at Owner's expense, pending resolution of the billing dispute.

- e. The Owner shall advise the Certified Operator of all Federal financial assistance it receives and any impact that funding has on the performance of Certified Operator.
 - f. The Owner shall add Certified Operator as an additional insured on their liability insurance policy. A copy of said policy, confirming the addition of Certified Operator as an insured shall be provided to Certified Operator semi-annually during the life of this contract and shall be in an amount not less than \$1,000,000.00.
 - g. The Owner shall indemnify and hold harmless the Certified Operator from any and all legal matters, including personal injury and property damage claims, which arise out of the operation and maintenance of the water system
- 2. The Certified Operator will not be held responsible nor assume any of the present or past liabilities and/or debts of the Talavera Mutual Domestic Water Consumers Association.
 - 3. The Certified Operator shall provide transportation necessary to perform the services required of it for section 4. a.i. through 4.b.vi.
 - 4. The Certified Operator shall provide the following services which will be billed to and paid by Owner at the rates set forth in paragraph 1.a. above:
 - a. Provide the following to the Owner:
 - i. Daily inspection of facilities;
 - ii. Use of On-call and Back-up staff and phone number;
 - iii. Maintain daily log sheets;
 - iv. Collect and submit monthly microbiological samples to lab;
 - v. Analyze and record daily chemical handling, dosage, recordkeeping and residuals;
 - vi. Operation of Treatment Facilities;
 - vii. Prepare annual Consumer Confidence Reports;

- viii. Prepare and submit chlorine residuals report to NMED;
 - ix. Prepare and submit chlorine residuals report to NMED as part of compliance with Chlorine Byproducts Rule of EPA if such rule is ever implemented;
 - x. Line Location and marking in compliance with New Mexico Excavation Law.
 - xi. Read meters on or about the 1st of each month, but no later than the 5th of the month;
 - xii. Association Management to maintain compliance with State and Federal drinking water regulations along with all other applicable state and federal statutes and regulations including attendance of board meeting.
- b. The following additional services will be billed to and paid by Owner at the rates set forth in paragraph 1.b. above:
- i. Monthly hydrant flushing, flush-out flushing, and Well Drawdown;
 - ii. Quarterly storage tank flushing and Cathodic Protection;
 - iii. Annual exercise of isolation valves;
 - iv. As needed or requested, paint storage tanks impacted by graffiti, cut weeds at facilities, maintain facility free of debris, install and test back flow preventers for commercial meter sites;
 - v. Operation and maintenance arising in an emergency situation will be performed only upon the request of Owner, or at the request of NMED to maintain compliance with State and Federal drinking water regulations;
 - vi. Compliance with New Mexico Excavation Law including underground facility location and marking as requested by other utility companies or for work to be completed by Certified Operator. Owner shall provide a system map to Certified Operator.
- c. Comply with all requirements of any Federal financial assistance obtained by Owner, as if it were the recipient of the assistance.

- d. Ensure that the water system is operated in a manner that meets all Federal, State and local government requirements, including securing and maintaining required licenses, certifications, and accreditation for the staff fulfilling the responsibilities of this contract as may be necessary to operate, maintain and manage the system. The system shall be operated in compliance with the requirements of the New Mexico Environment Department, the Safe Drinking Water Act, and all other relevant local, state and Federal requirements.
 - e. At the Owners request the Certified Operator shall remove and install meters due to new service connections; meters identified as inoperative and/or inaccurate; and illegal and/or unauthorized service including delinquency.
 - f. The Certified Operator shall conduct required standard testing, monitoring, and reporting of water quality as necessary and required by the New Mexico Environment Department. Water test kits and testing equipment shall be supplied by the Owner if available. If outside services are required for non-recurring and one-time analysis of water, the Owner will be billed for those operating expenses.
 - g. The Certified Operator will perform preventive maintenance procedures and services for all wells, pumps, tanks, chemical feeders, and other equipment and infrastructure of Owner.
 - h. The Certified Operator shall acquire and maintain any and all license and/or certification requirements as required by the New Mexico Environment Department or relevant funding entities and shall provide the Owner with proof of such license and/or certification.
 - i. The Certified Operator shall attend such regular board meeting or other special meetings as requested by the Owner.
 - j. Meters shall be removed, replaced or re-installed at Owner's request within seven business days of receipt of such request in writing.
 - k. New meter shall be installed at Owner's request within 30 business days of receipt of such request in writing to include requirement of the New Mexico One-Call.
5. The costs associated with extra labor or services and equipment needed by the Certified Operator to make emergency repairs deemed necessary to properly and adequately maintain the Owner's water system in a state of good repair, including

repairs to water lines, wells, equipment, appurtenances and also including installing new customer service taps will be the responsibility of the Owner.

- 6. This Agreement is subject to approval of the servicing USDA/RD office.
- 7. The terms of this Agreement shall be for a **one (1) year period**. Either party may terminate this Agreement, with or without cause, by providing at least sixty days advanced written notice prior to termination date. In the event of termination, the Certified Operator shall be paid for services completed.
- 8. Both parties acknowledge that Certified Operator is protected from liability associated with the operation and maintenance of water systems within the State of New Mexico and confirm that this contract is not intended to waive the protections against liability provided by the laws of the State of New Mexico.
- 9. All correspondence or notices required under this Agreement shall be sent to:

Lower Rio Grande Public Water Works Authority
PO Box 2646
Anthony, NM 88021
- 10. This Agreement shall not be amended except by written instrument executed by the parties.
- 11. Should either party have to enforce this Agreement in a court of law, the costs and fees of the prevailing party shall be paid in full by the other party.

This agreement made and entered into by and between the Board of Directors of the **Talavera Mutual Domestic Water Consumers Association and the Lower Rio Grande Public Water Works Authority.**

Talavera MDWCA
Signed By: _____
Title: _____
Date: _____

APPROVED BY: USDA, RD
By: _____
Title: _____
Date: _____

Lower Rio Grande PWWA
Signed By: _____
Title: Mike McMullen, Board Chair
Date: July 18, 2018



LOWER RIO GRANDE

Public Water Works Authority

325 Holguin Road

Vado, New Mexico 88072

(575) 233-5742

EMERGENCY MANAGEMENT AND O&M INTERAGENCY AGREEMENT

Services (routine) at \$1,000.00 per month.

- Daily inspection of facilities
- Use of On-call and Back-up staff and phone number
- Maintain daily log sheets
- Collect and submit monthly microbiological samples to lab
- Analyze and record daily chemical handling, dosages, recordkeeping, and residuals
- Operation of Treatment Facilities
- Prepare annual Consumer Confidence Report
- Prepare and submit chlorine residuals report to NMED (Chlorine By Products Rule)
- Prepare and submit chlorine residuals report to NMED as part of compliance in with Chlorine By Products Rule (Near Future requirement by USEPA)
- Line Location and marking in compliance with New Mexico Excavation Law
- Read meters on or about the **1st** of each month, but no later than the **5th** of the month
- Association Management to maintain compliance with State and Federal drinking water regulations along with all other applicable state and federal statutes and regulations

Services provided at \$50.00 per hour:

- Any and all other required and/or requested operation and maintenance services to not outlined as routine including



LOWER RIO GRANDE

Public Water Works Authority

emergency responses in which no equipment (backhoe, trencher) is required.

Services provided at \$100.00 per hour (rental expense if equipment is rented):

- Any and all other required operation and maintenance services not outlined as routine including emergency responses in which equipment (backhoe, trencher) is required.

Talavera MDWCA is responsible for materials and supply cost for all aspects of operation and maintenance including the need for special equipment (Example-boring machine). Complete documentation will be provided for operation and maintenance cost reflecting the type of operation and maintenance performed; materials, supplies and equipment used (if any); including date, time and location.

Operation and maintenance which will need to be performed, but not considered routine:

- Monthly-Estimate 2 hours per month
 - Hydrant flushing
 - Flush-out flushing
 - Well Drawdown
- Quarterly-Estimate 2 hours per quarter
 - Storage tanks flushing
 - Cathodic Protection
- Annual-Estimate 8 hours per year
 - Exercise isolation valves
- As-need or requested-Estimate 8 hours per quarter



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Public Water Works Authority

- Paint storage tanks Graffiti
- Cut weeds at facility
- Maintain facility free of debris
- Installation and testing of back preventers for commercial meter site if not so equipped
- Media change-out and waste disposal

Any and other operation and maintenance services will only be performed if needed in emergency situations (line breaks, etc.), if requested by Talavera MDWCA or if requested or needed by NMED to maintain compliance with state and federal drinking water regulations.

RESOLUTION NO. _____

AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT
APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

WHEREAS, the _____ (“Borrower”) is a qualified entity under the Drinking Water State Revolving Loan Act, Sections 6-21A-1 et seq., NMSA 1978 (“Act”), and the _____ (“Governing Body”) is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Borrower and the public; and

WHEREAS, the New Mexico Finance Authority (“Authority”) has instituted a program for financing of projects from the Drinking Water State Revolving Loan Fund created under the Act, and has developed an application procedure whereby the Governing Body may submit an application (“Application”) for financial assistance from the Authority for drinking water projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of _____ the (“Project”) for the benefit of the Borrower and its citizens (or members as applicable); and

WHEREAS, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE _____:

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing Body and the officers and employees thereof directed toward the Application and the Project, be hereby ratified, approved, and confirmed.

Section 2. That the completed Application submitted to the Governing Body be hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled, and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 20____.

GOVERNING BODY

By _____
Mike McMullen, Board Chair
Authorized Officer

(Seal)

ATTEST:

Authorized Officer

Esperanza Holguin, Secretary