



Lower Rio Grande Public Water Works Authority

Sign In Sheet

Page 1 of 1

Date: 12-13-17

Time: 9:30

Places: Vado

Event: Regular Board Meeting

Signature	Print Name, Title, Company or Agency Represented	Contact Information	Email Address
	Harry M. Salburg		
	MARTIN G LOPEZ	575 571 3628	martin-lopez@lrgauthority.org
	Patricia Charles LRGPWWA	575-233-5742	pattycharles@lrgauthority.org
	MIKE M. MULLEN LRGPWWA	970-507-7552	
	LARRY CHARLES		
	HENRY TORRES	233 2426	
	Henry Torres (HUT)	233-680-0542	hentorne2@gmail.com
	STANLEY HILL	644-3762	
	FURMAN SMITH	382 5982	SAME
	Karen Nichols, PM LRGPWWA Finance Manager	915 203 2057	Karen.nichols@lrgauthority.org
	Kathi Jackson	(575) 640-4330	Kathi.jackson@lrgauthority.org
	Espy Holguin	575 644-9543	Espy@Q.com
	US-Congressman Juan Perez New Mexico	(915) 203 7920	Mariana.Chavez@mail.house.gov

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, December 13, 2017 at our Vado Office, 325 Holguin Rd, Vado, 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:** Chair Mike McMullin called the meeting to order at 9:30 am and called roll. Mr. Raymundo Sanchez representing District #1 was absent, District #2 is vacant, Mr. Joe Evaro representing District #3 was absent, Mrs. Esperanza Holguin representing District #4 was present, Mr. Henry Magallanez representing District #5 was present, Mr. Michael McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Project Manager Karen Nichols, Finance Manager Kathi Jackson and Project Specialist Patricia Charles. Guests present were members from High Valley Water Users Association, Larz Oberle, Henry Torres and Stanley Hill.
- II. **Pledge of Allegiance:** Mr. McMullen led the pledge of Allegiance.
- III. **Motion to approve the Agenda:** Mr. Smith made the motion to approve the agenda with item VIIIA postponed. Mrs. Holguin seconded the motion. The motion passed with all in favor.
- IV. **Motion to approve the minutes of the November 15, 2017 Regular Board Meeting.** Mr. Magallanez made the motion to approve the November 15, 2017 minutes and Mr. Smith seconded the motion. The motion passed with all in favor.
- V. **Guest Presentations:** Mr. Oberle from High Valley Water Users Association introduced himself and stated that they were looking for the possibility of merging with LRGPWWA. Mr. Lopez said that he and Ms. Nichols had met with this group to outline the procedure for considering the merger. Mr. Lopez informed the board that they are located East of Vado, said their board had to meet and prepare a letter requesting consideration for the merger. The letter was not ready to present to the board for this meeting.
- VI. **Public Input:** None
- VII. **Managers' Reports:**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez informed the board that the process for filing liens has started, employee evaluations are underway and customer service forms are being updated. We acquired one of the two pending properties for Mesquite-Brazito Sewer Project. Will start to update the Operations and Maintenance Plan at the beginning of the new year, we will also start the update of the Asset Management Plan, Patty has received some crash course trainings so she can help Kathi with this process. Also at the beginning of the new year we will commence the combine and commingle process of water rights between LRG03338 and LRG05810. Mr. Smith asked if we still get penalized for commingling. Mr. Lopez told him that it is not necessarily a penalty, but we end up with off sets and recover from the return flow credit plan. Because we discharge to the river it is possible to claim water rights back as return flow credits.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. Ms. Nichols said that we have one remaining track of land to acquire for the Mesquite-Brazito Sewer Project. It will be a condemnation we are waiting on a court date, once that happens then we can proceed with the closing, we are also waiting on the permits from the County. The application to the Water Trust Board for the South Valley Water Supply & Treatment Project was not put on the list for legislative authorization because of the funding cap. Funding would not be enough to complete the project. The Central Office Building is not on the NMFA Board of Directors agenda. The funding is from EPA so there are many questions regarding LRGPWWA's existing buildings and what will be done with them. Ms. Nichols and Ms. Jackson both have been in communication with them regarding the existing buildings. We are pending awarding the contract tomorrow for Valle Del Rio Project. We are on the agenda at NMFA for some additional funding and Project application. Veterans Road Project is almost finished just waiting on paperwork from the Engineering Firm to finish up the project. Contract negotiations are on the way with Vencor Engineering for the Planning documents for East Mesa Water System Improvements Project. At this point we do not have an approved contract and would like for the board to approve entering into contract with Vencor

Engineering once Ms. Nichols and Mr. Lopez are satisfied and contingent upon approval from NMED. Then we can have Mr. McMullen sign and not have to wait for the next Board Meeting. Ms. Charles and Ms. Nichols attending several trainings this month. Mr. Smith asked if the negotiations were dead with Moon Gate, Mr. Lopez said that there had been some talk but nothing has been done yet.

- C. **Operations:** Mr. Mike Lopez provided a written report but was not able to attend the meeting. Mr. Martin Lopez indicated that Mr. Mike Lopez was not available because he was having problems with wells at the Mountain View System. Mr. Martin Lopez stood for questions. Mr. Martin Lopez indicated that there were 47 new water connections from January 2016 to November 2017. Mrs. Holguin had requested this information at the last meeting. He indicated that the increase in new connections is about 10%.
- D. **Finance:** Ms. Jackson did not provide a written report, but will provide one next week and will be available on the website for board review. Because, the Board Meeting is a week early it was not possible to prepare an updated and current Finance Report. Ms. Jackson stood for questions and said there was going to be an Audit Exit Conference after this meeting, but it was moved to Thursday or Friday this week.

VIII. Unfinished Business

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

IX. New Business

- A. **Set Public Meeting date for USDA RD application:** Ms. Nichols informed the board that a CDBG Public Hearing was held on December 6, 2017. She said that in order to apply for funding for the South Valley Water Supply & Treatment Project, USDA RD requires a Public Meeting. This meeting will be held on January 9, 2018 at 6:15 p.m.
- B. **Motion to approve purchase of additional trucks:** Mr. Lopez requested approval to purchase 2, 1500 Pickup Trucks, cost is estimated at \$46,000.00 for both. These are in addition to the two that are being purchased from the State. He is putting on hold the purchase authorized by the board of the excavator and the back hoe. If the budget allows at the end of the year we may still purchase those items. We will be selling some equipment to help pay for the two new vehicles. Mr. Magallanez made the motion to approve the purchase of two 1500 pickups. Mrs. Holguin seconded the motion. Motion passed with all in favor.
- C. **Discussion of employee benefits and potential for making disability insurance available:** Mr. Lopez indicated that Mr. McMullen had inquired about the possibility of providing disability insurance to LRGPWWA staff. We have one employee that is still out after a medical condition. He has used all his vacation and sick leave and is now using donated vacation and sick leave. Mr. Lopez would like to provide the Board with a list of options that might be available. Mrs. Holguin said that in her experience, disability insurance is very inexpensive and would really be a good thing. She suggested checking with the State and/or becoming members of the Municipal League and be added to their insurance pool. Mr. Lopez said all we were asking at the moment is for authorization to do the research on cost and plans available and then report the findings to the Board. Mrs. Holguin made the motion to authorize Management to do the research on the cost and plans available and report back to the board. Mr. Smith seconded the motion. Motion passed with all in favor.
- D. **Motion to approve ___% merit pay increases based on employee evaluations:** The board members had a discussion regarding the existing policy and distinction between Management and staff and how to allocate merit increases. Mrs. Holguin motioned to approve up to 5% merit pay increase on employee evaluations. Mr. Magallanez seconded the motion. Motion passed with all in favor.
- E. **Motion to approve entering into engineering agreement with Vencor Engineering for East Mesa Planning Documents Project:** Ms. Nichols said, negotiations are underway on entering into contract with Vencor Engineering for the Planning Documents Project. At this point we do not have an approved contract, so Ms. Nichols would like the motion to approve entering into agreement with Vencor Engineering, once Mr. Lopez and Ms. Nichols are satisfied with the contract and contingent upon approval from NMED. This way we would not need to wait for the next board meeting to get approval. Mrs. Holguin made the motion to approve entering into

contract once Staff is satisfied with final contract and contingent upon approval from NMED. Mr. Smith seconded the motion. Motion passed with 2 in favor and one against.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, January 17, 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 anybody had attended any training. Mr. Magallanez attended a training on December 6, 2017 and is awaiting the certificate.
- B. Audit discussion – Audit is due to be submitted to Office of the State Auditor by December 15th, 2017, exit interview is scheduled to follow this meeting**
- C.** Recommendation to the Disposition Committee regarding old equipment.
- D.** Provide the Board with the Cost and Plans available for Employee Disability Insurance.
- E.** Approval of additional funds for East Mesa Planning Documents once the final contract is ready.
- F.** Approval of additional funds for the Veterans Project, the cap for additional funds was at \$10,000. Due to recent problems with the lines, additional funds might be needed.

XI. Adjourn: Mrs. Holguin made the motion to adjourn the regular meeting of the LRGPWWA Board of Directors. Mr. Smith seconded the motion. The motion passed with all in favor. Mr. McMullen declared the meeting adjourned at 10:50 a.m.

Minutes approved January 17, 2018

Michael McMullen, Chairman (District 6)

Furman Smith, Vice-Chairman (District 7)

Esperanza Holguin, Secretary (District 4)

ABSENT

Raymundo Sanchez, Director (District 1)

ABSENT

Joe Evaro, Director (District 3)

Henry Magallanez, Director (District 5)

VACANT

Director (District 2)

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:30 a.m. Wednesday, December 13, 2017 at our Vado Office, 325 Holguin Rd, Vado, 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 the minutes of the November 15, 2017 Regular Board Meeting.
- IV. Guest Presentations: None
- V. Public Input—15 minutes are allotted for this item, 3 minutes per person
- VI. Managers' Reports
 - A. General Manager
 - B. Projects
 - C. Operations
 - D. Finance
- VII. Unfinished Business
 - A. Appointment of Director for District 2 – this item may be postponed
- VIII. New Business
 - A. Set Public Meeting date for USDA RD application
 - B. Motion to approve purchase of additional trucks
 - C. Discussion of employee benefits and potential for making disability insurance available
 - D. Motion to approve ___% merit pay increases based on employee evaluations
 - E. Motion to approve entering into engineering agreement with Vencor Engineering for East Mesa Planning Documents Project
- IX. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, January 17, 2018 at the La Mesa Office
 - A. Have any Board Members participated in training? If so, please give us a copy of your certificate
 - B. Audit discussion – Audit is due to be submitted to Office of the State Auditor by December 15th, 2017, exit interview is scheduled to follow this meeting

X. 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, November 15, 2017 at our La Mesa Office, 521 Saint Valentine, 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 am 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 present, Mr. Michael McMullen representing District #6 was present, Mr. Furman Smith representing District #7 was present. Staff members present were General Manager Martin Lopez, Project Manager Karen Nichols, Finance Manager Kathi Jackson and Operations Manager Michael Lopez. Guests present were Attorney Josh Smith and Guillermo Orquiz from Vencor Engineering.
- II. **Pledge of Allegiance:** Mr. McMullen led the Pledge of Allegiance.
- III. **Motion to approve the Agenda:** Mr. Smith made the motioned to approve the agenda with Item VIII A postponed. Mr. Magallanez seconded the motion. The motion passes with all in favor.
- IV. **Motion to approve the minutes of the October 18, 2017 Regular Board Meeting:** Mr. Smith made the motion to approve the October 18, 2017 minutes and Mr. Evaro seconded the motion. The motion passed with all in favor.
- V. **Guest Presentations:** None
- VI. **Public Input:** None
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. He mentioned that the extension of time for beneficial use of water rights for Valle Del Rio had been approved by the NM Office of State Engineer. He said the health insurance plan will increase by a little over 10% next year and will be a minimal impact on the Budget. The December billing will include the sewer charges for Anthony Water & Sanitation District customers. A previous employee was rehired and an operations employee quit. He mentioned that during the 2017 NM Infrastructure Finance Conference, Ms. Nichols received the Catalina Muniz Utilities Award.
 - B. **Projects:** Ms. Nichols provided a written report and stood for questions. She mentioned that the Mesquite Brazito Sewer Project was really close to going out to bid. Attorney Josh Smith was working on resolving some hold ups and would speak about that later. Valle Del Rio - the request for additional funding was postponed because NMFA did not have a quorum for their board meeting so it was canceled. It was moved to December 21, 2017 but would most likely be moved up. NMFA did not have any issues with the additional funding requested. Veterans Road Project, Dan from Parkhill, Smith and Cooper said that their contractor had run into an EBID structure that no one knew about, she indicated that there would be an increase in cost because the contractor will have to go underneath the structure. The project should be finished by the end of November 2017.
 - C. **Operations:** Mr. Lopez provided a written report and stood for questions. He mentioned that a bulldozer was rented to level off the wetlands and are working on it every day. Mr. Martin Lopez mentioned that it was part of the Mesquite Wetlands closure it has to be finished by March 2018, should be done by the end of November 2017. Ms. Holguin was interested in knowing what the percentage is for customer growth, Mr. Martin Lopez will get that information to her as soon as he can. Mr. Lopez mentioned that the Berino area is growing rapidly he has 6 service orders currently. Mr. Martin Lopez said that the Colonias money included all cost for instillation except for the lines to the homes on the Veterans Road Project. This would normally cost over \$2100.00 if individuals pay for it themselves. Mr. Martin Lopez said he was surprised that a few people in the Brazito area are still not signed up for the sewer project which will only cost them \$144.00.

- D. Finance:** Ms. Jackson provided a written report and stood for questions. She mentioned that LRG had an increase in income, she said it was due to the extra water usage due to the warm weather. High temperature this time of year always increase water usage. The expenditures were low this at the end of October 2017. She mentioned the increase in health insurance costs and said LRGPWWA had added additional funds into reserves.

VIII. Unfinished Business

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

IX. New Business

- A. Motion to authorize funding application USDA RD for South Valley Water Supply and Treatment:** Ms. Nichols said that this is for the Well Project in Berino we have already applied and provided a presentation to the WTB. That funding will not be enough to complete the project. She is planning to apply to Colonias Infrastructure and would like to have a backup application with RD. RD is trying to spend their money and get money from other areas to demonstrate the need in this area. Mr. Lopez said everything is done on this project thru the design phase. Ms. Holguin made the motion to authorize a funding application to USDA RD, Mr. Smith seconded the motion. The motion passed with all in favor.
- B. Motion to apply to DWSRLF for Valle Del Rio Water System Improvement Phase II:** Ms. Nichols requested additional funding and pulled the tank rehab. from phase I. The present tank only has 1 manway and the new rules require 2 manways. This phase will include the rehab. of the tank, main water lines and the service lines. Mr. Magallanez made the motion the apply to DWSRLF, Mrs. Holguin seconded the motion. Motion passed with all in favor.
- C. Motion to authorize CDBG Public Hearing on Wednesday, December 6th at 6:30 P.M.:** Ms. Nichols said projects cannot be discussed with the Board of Directors before the Public Hearing, but the funding is for planning. Mrs. Holguin made the motion to authorize CDBG Public Hearing on Wednesday, December 6th at 6:30 P.M., Mr. Evaro seconded the motion. Motion passed with all in favor.
- D. Motion to adopt proposed amendment to Member-Customer Policy related to lien filing:** Mr. Martin Lopez mentioned that there would be minimal changes to the policies. Changes are to pages 9 and 12, also included in the packet is the flow chart that simplifies the collection process.
- E. Motion to adopt amendment to Schedule of Rates & Fees adding Lien Filing and Release of Lien fees:** Mr. Martin Lopez said that the lien fees will cover the staff time and the county release of lien charges. The changes are indicated on the amendments attached to the agenda. Mrs. Holguin made the motion to combine D and E together and adopt both at the same time, which are the proposed amendments to the Member-Customer Policy and the Schedule of Rates & Fees, Mr. Magallanez seconded the combined motion. Motion passed with all in favor.
- F. Motion to accept the RFP Selection Committee recommendation for the engineering firm for the East Mesa Planning Documents Project and instruct staff to initiate contract negotiations with the recommended firm:** Mr. Martin Lopez stated that the Selection committee met on Monday, November 13, 2017 which consisted of one board member and 4 staff members. The committee selected Vencor Engineering for the East Mesa Planning Documents Project. Ms. Nichols provided the Committee report in the packet. Mrs. Holguin made the motion to accept the RFP Committee recommendation, Mr. Magallanez seconded the motion. Motion passed with all in favor.

- X. Motion to convene in closed session pursuant to NMSA 1978 10-15-1 H.7- threatened or pending litigation, NMSA 1978 10-15-1 H.2 - Limited Personnel Matters and NMSA 1978 10-15-1 H.8 Discussion of purchase, acquisition or disposal of real property or water rights:**

- A. Mrs. Holguin made the motion to convene to closed session and Mr. Evaro seconded the motion. Mr. McMullen called roll, District #1 (Mr. Sanchez) absent, District #2 (Vacant), District #3 (Mr. Evaro) present, District #4 (Mrs. Holguin) present, District #5 (Mr. Magallanez) present, District #6 (Mr. McMullen) present, District #7 (Mr. Smith) present.
- B. **Motion to reconvene in open session:** Mr. Smith made the motion to reconvene in open session at 11:02 a.m. and Mrs. Holguin 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 were limited only to those specified in the motion for closure.
- D. **Motion(s), if any, related to the matters discussed in closed session:** Mr. Magallanez made the motion to instruct Attorney Josh Smith to get additional information regarding Mrs. Mora's property and to provide the board with that information at a later date. Mrs. Holguin seconded the motion. The motion passed with all in favor. Mr. Smith made the motion to give General Manager Martin Lopez a \$10,000.00 raise, Mr. Martin Lopez was very appreciative but informed the board that his evaluation did not automatically trigger a raise. Mrs. Holguin said that they knew how long it had been since he had received a raise. Mrs. Holguin seconded the motion. The motion passed with Mr. Magallanez abstaining from the vote.

XI. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, December 13, 2017 at the Vado Office

- A. **Have any Board Members participated in training? If so, please give us a copy of your certificate:** Ms. Nichols asked the board if anyone had attended any trainings, none had. Mr. Magallanez would like to attend the webinar training on December 5, 2017. Ms. Charles will help him get registered for that training. Mr. Martin Lopez mentioned that if the board members find any training that they would like to attend LRGPWWA is willing to pay for the training. Ms. Nichols suggested that she and Ms. Charles get together with Attorney Josh Smith and get some trainings setup. He has the ability to assist LRGPWWA with statute trainings.
- B. **Project selection for CDBG Planning Grant Applications:** this will be added to the December 2017 agenda.
- C. **Request SCCOG to assist with application and administer CDBG Planning Grant Funds:** this item will be on the December 2017 agenda.
- D. **Audit discussion – Audit is due to be submitted to Office of the State Auditor by December 15th, 2017:** Ms. Jackson informed the board that this item will have to be moved to the January 2018 agenda.
- E. **Set Public Meeting date for USDA Rd Application:** this item will be on the December 2017 agenda.
- F. **Resolution to apply for Colonias Initiative Funding for South Valley Water Supply and Treatment:** this item will be on the December 2017 agenda.

Mr. Martin Lopez wanted to make sure that all board members were invited to the Christmas Party, the invitation was included in the packet. Mr. Evaro notified the board members that he would not be attending the December 13, 2017 board meeting.

- XII. Adjourn:** Mrs. Holguin made the motion to adjourn the regular meeting of the LRGPWWA Board of Directors. Mr. Magallanez seconded the motion. The motion passed with all in favor. Mr. McMullen declared the meeting adjourned at 11:18 a.m.

Minutes approved December 13, 2017

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)

Henry Magallanez, Director (District 5)

VACANT

Director (District 2)

LRGPWWA
Manager's Report
December 13, 2017

- Process for filing liens has been initiated for delinquent accounts
- Employee annual evaluations are underway
- Customer service forms are being updated
- Acquired one of the two pending properties for Mesquite-Brazito Sewer Project
- Will commence Operations and Maintenance Plan update at the beginning of the year
- Will commence the Asset Management Plan update at the beginning of the year
- Will commence the Combine and Commingle of water rights between LRG 03338 and LRG 05810 at the beginning of the year to be followed with the update to the 40-Year Water Plan and possibly a Return Flow Credit Plan
- New water connections: January 2016-November 2017 (47)

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 12/13/17**

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, Colonias Grants of \$6,356,474 & \$119,407 – Order of Immediate Possession was issued by the court for one of the two remaining lift station tracts. Attorney is resolving the final tract. Once that is done, we will be able to close on funding and put the project out to bid.

LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannon Huston, Inc. – Planning Stage – USDA-RD Application \$15,030,780 – PER has been complete and submitted to USDA-RD along with all application documents. RD has it under review.

LRG-11-03 – Interconnect & Looping Project – see 12-01 Authority PER

LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252– Bohannon Huston - Design stage - \$750,000 WTB – 10% Loan 10% Match: Made a presentation to the Water Trust Board on October 24th. Award recommendations have not yet been released. Submitted NOI to apply for Colonias Infrastructure funding for this project, and Resolution is on today's agenda.

LRG-17-01 – Water Master Plan – WTB #252 – Bohannon Huston: Water Trust Board application has been submitted, and it has been determined by NMFA staff to be ineligible. We are looking at other funding sources.

LRG-17-02 – Central Office Building: Kathi and I have provided additional information about the need for the building and projected cost savings to NMFA. Their internal committee meeting is 12/7/17, and the NMFA Board meets on 12/21/17.

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: NMFA internal committee had no issues with the request for additional funding. NMFA Board meeting for November was cancelled; next meeting is set for 12/21/17. I have submitted a Project Interest Form for the Phase II project application and have provided information to the NMED Community Service and Technical Services Coordinators. We have authorization to award the contract, and SMA is working on that.

LRG-14-01 – Waterline Extension Project (incl. Veterans Road) – Design/Build - \$882,430 CITF incl. 10% Loan – Parkhill, Smith & Cooper - Monthly Project Update: Progress October & November 2017: Partial Substantial Completion Walkthrough for Dos Amigos, Barrio, and Camino Santo was completed October 2nd, Partial Substantial Completion Certificate for Dos Amigos, Barrio, and Camino Santo roads issued. LRGPWVA commenced service connections to customers on those roads. Work re-commenced on the project on October 10, 2017. Contractor installed lines along Three Saints Road, Opitz Road, Hwy 28, additional service connections on Three Saints Road. Planned Activity for December 2017: Partial

Substantial Completion Walkthrough for Three Saints Road, Opitz Road, and Hwy 28 scheduled December 5 directly following the final progress meeting, Punchlist and Substantial Completion Certificate to be issued for Three Saints, Opitz, and Hwy 28. Set date for Final Completion walk-through and paperwork. Prepare Record drawings and final documentation, and O&M.

LRG-17-03 – Planning Documents for East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG – Engineer Selection – Contract negotiation with Vencor Engineering is underway. Initial scoping meeting was held and proposed contract is pending.

Other projects:

Infrastructure Capital Improvements Plan 2020-2024: Next ICIP deadline will be mid-June. Should start the process in March.

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. Bin has not been sent out for shredding in the past month, but is nearly full.

Website and Email – Notices and Board Minutes pages are current. Other updates are ongoing. Board Training information on the Directors Only page is up to date.

Training – Patty and I attended and I gave a presentation at an Environmental Finance Center Networks training in Las Cruces on Small Water Systems Partnership on 11/28/17, Patty attended a Southwest Environmental Finance Center workshop in Las Cruces on Asset Management and I participated in an RCAC webinar on Google Earth Mapping on 11/29/17, and Patty and I attended a Colonias Infrastructure Funding training and a SWEFC Water Loss Training on 11/30/17.

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. Some issues have arisen with the final construction of this plant.

As Needed Engineering Services: Currently we have 1 active Task Order: 1. Bohannon Huston, Inc. for development of construction cost estimates for replacing the pipeline in the Hwy. 70 crossing in Organ was issued 4/24/17.

Water Audit: Data spreadsheet has been set up for calendar 2017. Data entry is in process.

Lower Rio Grande PWWA

Operators Report

December 13, 2017

System Problems and Repairs.

- Backflow inspections are Current. (Mesquite District)
- Our distribution crew worked on leveling off the wet lands all month with an 850 dozer, they made a lot of head way.
- For the month of October, we were issued 493 work and service orders.
- For the month of November, we were issued 469 work and service orders.
- For the month of November, we installed 8 new water services.
- We had our crew winterizing well houses, water tank sites, backflows, and meter sites, etc.
- The well techs will start the yearly water tank and well inspections.
- I have had at least 10 work orders for new water service estimates.

NMED: 1/2 of our Monthly Bac-T-Samples were taken for the month of November and all samples were negative.

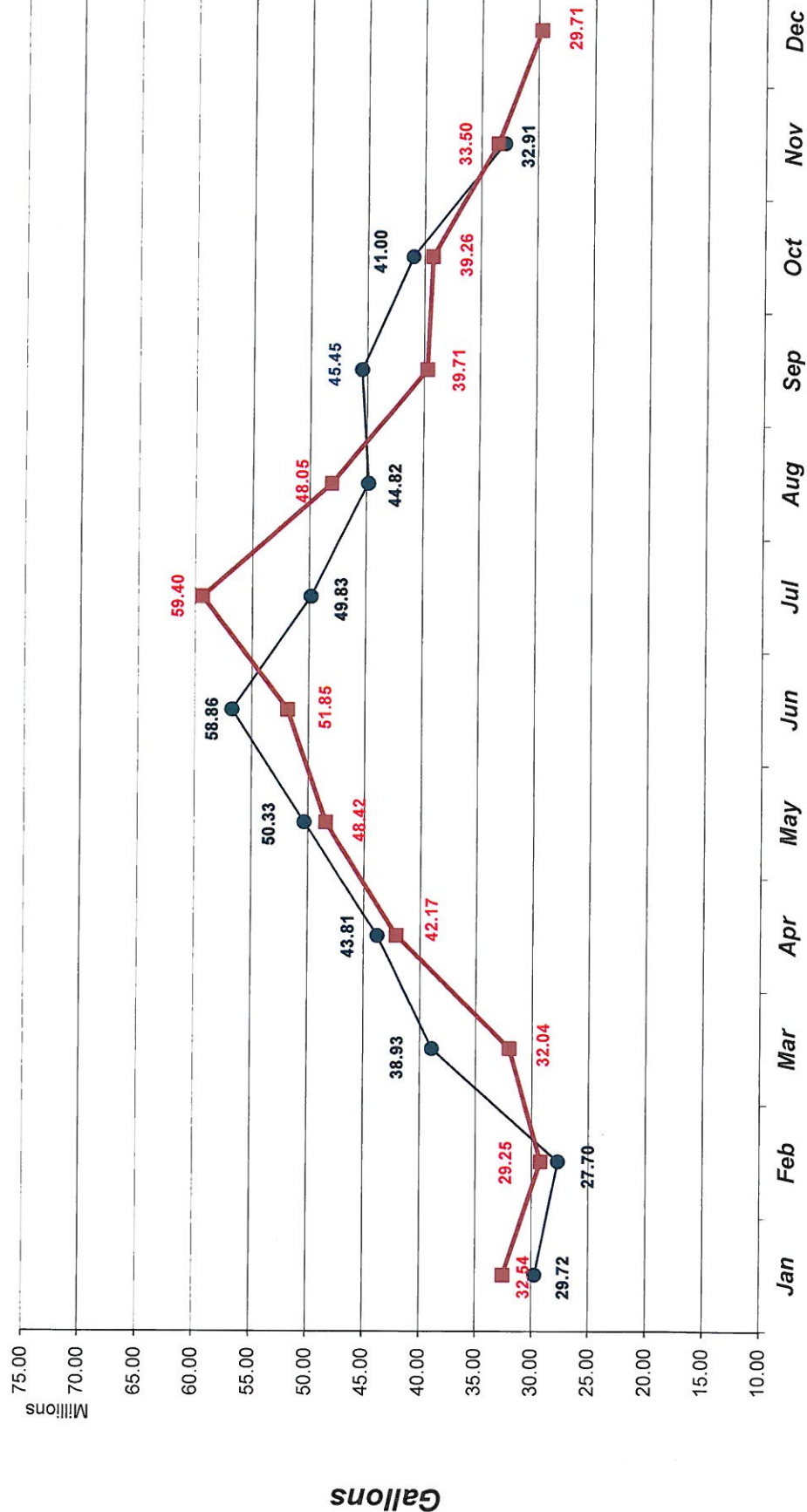
Mesquite district Wetlands: Demo continues.

Mesquite and Organ Sewer Reports. The Organ Wastewater and the Mesquite wastewater reports are due in January 2018.

Chlorine: No problems.

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

Lower Rio Grande PWWA Water Production Report



● 2017 Production ■ 2016 Production