

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**6:30 p.m. Wednesday, October 6, 2010 at Vado MDWCA Office**

- I. Sign in, establish quorum, call to order
- II. Approval of agenda
- III. Approval of Minutes of 9/15/10
- IV. Fiscal Agent action items & reports - Insurance quotes, transfers of assets, Income & Expense Report, update on laptop purchase, other
- V. Guest Presentations – consider requesting BECC presentation
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:
- VII. Unfinished Business:
  - A. Water Rights issues – combine & comingle application
  - B. LRGMDWA items/updates –
  - C. RFPs for engineering services & accounting services – determine selection committee and process
  - D. Funding applications update – WTB, NMFA, RD, CDBG
  - E. Adoption of Charter Document – review of attorney’s comments & recommendations, public comment
  - F. Hiring of General Manager – review applications, select a General Manager
  - G. GM Job Description – review attorney’s comments, amend if necessary
  - H. Policy Manual – review attorney’s comments & recommendations, consider adoption if ready
  - I. Employee Handbook – postpone
  - J. Election Policy – pending information from county
  - K. District Boundaries – pending info from mutuals & mapping
  - L. Job descriptions & pay scales implementation by GM – postpone
  - M. Agency required Public Notification Meetings for new CDBG Planning Grant Application & USDA Rural Development “Intent to Submit Application” scheduled for 10/20/10, 7 p.m. at Vado Elementary – discussion if any
- VIII. New Business:
  - A. Proposed EBID Blanket License Agreement – authorize attorney to review
  - B. Proposed EBID Mutual Aid Agreement – authorize attorney to review
- IX. Other discussion and agenda items for next meeting – Next meeting 10/20/10 at 10:00 a.m.
- 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 Desert Sands MDWCA office at 505-882-0313, P.O. Box 1864, Anthony, NM 88021, or in person at 59 Links Road, Berino, 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 Desert Sands MDWCA office if a summary or other type of accessible format is needed.

*Si es un individuo con una incapacidad esta en necesidad de un lector, amplificador, lenguaje por senas, o cualquier otra forma de asistencia o servicio para atender o participar en las juntas, por favor lame ha la oficina Desert Sands MDWCA 505-882-0313, P.O. Box 1864, Anthony, NM 88021, o en persona 59 Links Road, Berino, NM una semana antes de la junta o en cuanto posible. Documentos públicos, incluyendo la agenda y minutos, están disponibles en varios*

*formatos. Por favor opóngase en contacto con la oficina Desert Sands MDWCA si un resumen o otro tipo de forma accesible es necesario*

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
NOTICE OF POTENTIAL QUORUM**

**On October 6, 2010, a quorum of the Lower Rio Grande Public Water Works Authority and the Lower Rio Grande Mutual Domestic Water Association Boards of Directors may be present for a luncheon in honor of the Governance Documents Committee at Severo's Restaurant in La Mesa, NM at 11:30 p.m. No meeting of either board will be convened, and no business of either public entity will be discussed except to honor the members of the Governance Documents Committee for their work.**

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## MINUTES

{Noted: Minutes are a DRAFT until approved and signed by the Directors}

### BOARD OF DIRECTORS MEETING

10:00 a.m. Wednesday, September 15, 2010 at Vado MDWCA Office

- I. Sign-in sheet and Agenda are attached. Present were President Robert Nieto, Director Rosaura Pargas, and Director Jim Pugh. Secretary Santos Ruiz arrived at 10:44 a.m. Vice-President John Holguin was absent. With a quorum established, Mr. Nieto called the meeting to order at 10:10 a.m.
- II. Approval of agenda: Ms. Pargas made a motion to approve the Agenda with a correction to re-number item F to E, Mr. Pugh seconded, and it carried unanimously.
- III. Approval of Minutes of 9/1/10 (attached): Ms. Pargas made a motion to approve, Mr. Pugh seconded, and it carried unanimously. 7:44
- IV. Fiscal Agent action items & reports - Insurance quotes, transfers of assets, Income & Expense Report, update on laptop purchase, other: Mr. Lopez said he does not yet have a quote for insurance, the company need a budget and he needs depreciation numbers for La Mesa and Vado for the budget using RD form 442-2. The attorney is in the process of transferring assets. He said we have had no expenses yet except deposit slips \$62, and some of the laptop items are starting to arrive. 11:39
- V. Guest Presentations – NONE
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action: NONE
- VII. Unfinished Business:
  - A. Water Rights issues – combine & comingle application: Mr. Lopez reported that this has not begun yet. He said he finally got water rights recorded at the county which was delayed because they wanted originals, not copies. 13:22
  - B. LRGMDWA items/updates – meeting(s) w/county manager & staff, project deadlines & reports, other: Mr. Lopez reported that he met with the County Manager, Assistant Manager, County Attorney along with Ms. Singleman and Ms. Nichols. They indicated that they will send letters to the individual mutuals saying they can have the return flow credits. Mechanism for prorated amount of credit is up to NM-OSE for return flows. There was also some discussion of Berino Road and the additional streets in La Mesa to be included in the Ph.II Interconnect. 17:04
  - C. Governance Documents Committee - Recognition of volunteers – update: Ms. Nichols reported that she is planning a luncheon on Wednesday, October 6<sup>th</sup> at 11:30 a.m., and she will order some plaques once the logo is adopted. 19:03

- D. RFPs for engineering services & accounting services – Update on Accounting RFP re-issue: Mr. Lopez said that proposals have been received for the construction oversight & management of projects ready to bid (La Mesa Water Project & Mesquite Wastewater Project) and ready to fund (Mesquite Del Cerro Water Project & Berino Water Project). He said he re-issued the accounting RFP to clarify it is for the balance of this FY with a possible extension into FY11 and ask for hourly rate and breakdown by task. He said he just had a call from a firm out of El Paso.

He also noted that he issued the RFP for future construction projects with a due date of this Thursday, the 22<sup>nd</sup>. The LRG MDWA is in the bid process on the Phase II Interconnect Project, had a pre-bid conference, and there were six contractors and a vendor present for that. Mr. Pugh asked about the project budget, and Mr. Lopez replied that it is about half a million.

Mr. Lopez said that five firms submitted packages and asked if the board wanted to go through the rating criteria format. He said that the recommendation from USDA-RD and the attorney is to select the same engineers who have developed the projects, and noted that the three firms who started the projects applied plus two new ones. Ms. Pargas made a motion to come back to this item and do the rating after items E and F. Mr. Pugh seconded, there was some discussion and the motion carried unanimously. {Go to VIII E} 27:19 After items E & F, the directors verbally ranked the proposals with Mr. Lopez recording the group scores. Group score sheet is attached. Ms., Pargas made a motion to selection Gannet Fleming & West for the Mesquite Wastewater project, to select Molzin Corbin for the La Mesa Water Project, and to select Vencor for the Mesquite - Del Cerro Water Project and Berino Water Project (each firm scored 100 points; Bohannan Huston Inc. and CE&M each scored 90), Mr. Pugh seconded, and it carried unanimously. 42:52

- E. Funding applications update – WTB, NMFA, RD, CDBG – Mr. Lopez said that the Water Trust Board application is due 10/15/10, and he asked Matthew Jaramillo at NMFA if they adopted the rules change we need, and they did. They are saying they understand we do not have past financials, but they want the ones from the founding entities and he is providing them back to 2009. The board approved the budget, and he had to shift some line items. Olga Morales' numbers did not reflect the true salary projections due to difference in the way the individual mutuals handle their bookkeeping for salaries, contract operations, payroll taxes, etc. He said that we have things in place to meet the WTB deadline. NMFA is looking at same things as the WTB in order to refinance our loans. RD depends on the revised budget and RFP selection. For CDBG, we requested SCCOG help, have not heard back from Jay officially yet, and need to have public hearing which is later in agenda. 31:24 .

- F. Logo – final design for approval (attached): – Mr. Pugh made a motion to adopt, Ms. Pargas seconded, motion carried unanimously. 32:15 Mr. Lopez asked if Ms. Nichols can get it on website, and she thought so. Mr. Nieto asked the final cost, and Mr. Lopez replied \$250. Mr. Ruiz arrived at 10:44 back to VII. D RFP

\*\*\*BREAK AT 11:00 after Unfinished Business for Authority Meeting & Hearing\*\*\*  
\*\*\*RESUME WITH New Business following Authority Public Hearing\*\*\* 11:37 am

VIII. New Business:

- A. Adoption of Charter Document – motion to send to attorney for review & set target date for board to adopt: Ms. Pargas made a motion to send the proposed Charter to the attorney for review, Mr. Ruiz seconded, and there was some discussion. Mr. Lopez said that, as the board considers adoption of the Charter, it needs to consider the timing and give guidance to the attorney on priorities for the tasks she is working on. He said the water rights transfers are finished, she is about half-done with the condemnation, and is tackling the combine & comingle and return flow credits. Ms. Nichols asked for clarification on the 10/15 deadline for WTB application, and Mr. Lopez said the combine & comingle not critical until April. He said the transfer of real property and Charter probably need to go hand in hand. After some further discussion, consensus was to target adoption of the Charter for 10/20/10 after receiving public comment at next Authority board meeting on the 6<sup>th</sup>. Ms. Pargas amended her motion to include the target date, and Mr. Ruiz agreed. Motion to send the proposed Charter to the attorney for review with a target date for adoption of October 20, 2010 after opportunity for public comment on October 6<sup>th</sup> carried unanimously. 13:03
- B. Hiring of General Manager – RCAC recommends action: Ms. Nichols said that the recommendation from RCAC is to select a General Manager as soon as possible, the selection can be made before the person selected actually becomes an employee, and the board can negotiate salary and establish a benefits package. There was a great deal of discussion, and Ms. Pargas made a motion to post the General Manager position as open to the founding entity's staff member to apply for the job no later than October 1<sup>st</sup> with board action to follow on the 6<sup>th</sup>. Mr. Pugh seconded, and it carried unanimously. 19:56
- C. Consideration of items from Merger Plan recommended by RCAC for immediate adoption:
1. GM Job Description, Organization Chart: Mr. Pugh asked about operator certification requirements, and Mr. Lopez discussed, noting that we probably need to have a Level 4 for Operations Manager. He also reviewed the Organization Chart and pay scale recommendation. Ms. Pargas made a motion to adopt, Mr. Ruiz seconded, and it carried unanimously. 43:37 Mr. Pugh made a motion to send GM Job Description to the attorney for review with a deadline of 10/6/10, Mr. Ruiz seconded, and it carried unanimously. 44:54

2. Policy Manual (consider attorney review as well): Ms. Pargas made a motion to send to the Policy Manual to the attorney for review, Mr. Ruiz seconded, and it carried unanimously. 47:53
3. Procedures Manual: postpone until FM or accounting firm is on board – Ms. Pargas made a motion to postpone until a Finance Manager or accountant is in place, Mr. Ruiz seconded, and it carried unanimously.
4. Employee Handbook: Mr. Lopez recommend sending it to the attorney, but said it is not urgent. Mr. Pugh made a motion to send the Employee Handbook to the employees for review prior to sending it to the attorney, Mr. Ruiz seconded, and it carried unanimously. 50:51
5. Water Conservation Plan: Mr. Pugh made a motion to adopt, Mr. Ruiz seconded, and it carried unanimously.
6. Vulnerability Assessment & Emergency Response Plan – Mr. Pugh made a motion to adopt, Mr. Ruiz seconded, and it carried unanimously. 53:31

D. Other Items from Merger Plan

1. Election Policy – pending information from county: Mr. Lopez said he had Ms. Nichols and Annette Morales meet briefly with the Lynn Ellins, and he is waiting to hear from our attorney.
2. District Boundaries – pending info from mutuals & mapping: Mr. Lopez said we are still working on getting property ID numbers on all the member lists.
3. Job descriptions & pay scales – for implementation by GM: There was a brief discussion.
4. Strategic Plan – consider adoption or postpone: Mr. Lopez discussed the contents of the plan and noted that it will be a living document. Mr. Pugh made a motion to adopt, Mr. Ruiz seconded, and it carried unanimously. 58:19

- E. Agency required Public Notification Meetings for new CDBG Planning Grant Application & USDA Rural Development “Intent to Submit Application” – motion to authorize scheduling the meetings and associated costs: Mr. Lopez said we are required to have meeting, and he has scheduled it for October 20<sup>th</sup> at 7:00 p.m. at Vado Elementary for the regular CDBG application for all their programs and for USDA-RD Intent to Submit Application. Ms. Pargas made a motion to approve, Mr. Ruiz seconded, and it carried unanimously. 45:57

- IX. Other discussion and agenda items for next meeting – Next meeting will be 10/6/10 at 6:00 p.m. Mr. Lopez reported that the letter that the LRG MDWA sent to CE&M is resulting in them meeting all their deadlines. Mr. Nieto had a question about the NEPA process, and Mr. Lopez said that because of the reconfiguration of the land for the treatment plant, it will probably cost an extra \$2,000. Next Agenda – GM hiring, insurance policy, maybe benefits, selection committee for current RFPs for new projects and accounting.
- X. Adjourn – Mr. Ruiz made a motion to adjourn, Ms. Pargas seconded, and it carried unanimously. Mr. Nieto declared the meeting adjourned at 12:40 p.m.

Date Minutes Approved: \_\_\_\_\_

LRGPWWA BOARD: Sign ABOVE your printed name Name, Title/ Association Represented	Approve/Absent
Robert Nieto, President/Mesquite MDWC & MSWA	
Jim Pugh/La Mesa MDWCA	
John Holquin, VP/Vado MDWCA	ABSENT 9/15/10
Santos Ruiz, Secretary/Berino MDWC & MSWA	
Rosaura Pargas/Desert Sands MDWCA	



**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**6:30 p.m. Wednesday, October 6, 2010 at Vado MDWCA Office**

- I. Sign-in sheet and Agenda are attached. Present were President Robert Nieto, Director Rosaura Pargas, and Director Jim Pugh. Also present were Registered Agent Martin Lopez, Desert Sands Business Manager Karen Nichols, Desert Sands Water Operator Pete Gomez, Governance Document Committee Member Jeanette Gomez, and Rebecca Pargas. Secretary Santos Ruiz arrived at 7:15 p.m. Mr. Nieto called the meeting to order at 6:40 p.m. :48
- II. Approval of agenda: Mr. Holguin made a motion to approve the Agenda, Ms. Pargas seconded, and it carried unanimously.
- III. Approval of Minutes of 9/15/10: Mr. Lopez corrected item VIII. C. 3 to change the word “Manger” to “Manager”. Mr. Pugh made a motion to approve the minutes as corrected, Mr. Holguin seconded, and it carried unanimously. 5:22
- IV. Fiscal Agent action items & reports - Insurance quotes, transfers of assets, Income & Expense Report, update on laptop purchase, other: – Mr. Lopez reported that the insurance quote is still pending, he has received tentative approval from NM-DFA on the budget, there have been no transfers of assets yet except water rights, and the bank account balance is \$439.09. He said the laptop was purchased through the LRG MDWA, and deposit slips have been purchased. He said he would be getting quotes on business cards for the Authority. 8:09
- V. Guest Presentations – consider requesting BECC presentation: Mr. Lopez discussed the meeting he attended on BECC funding, and said they had some extra money in previous funding cycles and may have planning grants. Renata Manning Gbo-Gbo would like to come & present at our next meeting. Consensus was to invite her for October 20<sup>th</sup>. 11:32
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action: NONE
- VII. Unfinished Business:
  - A. Water Rights issues – combine & comingle application: Mr. Lopez reported that the attorney is putting together documents and expects to have the initial application done before the end of the year. 12:45
  - B. LRGMDWA items/updates: Mr. Lopes reported that the Phase II Interconnect Project was awarded to Burn Construction, their bid low enough to do a Change Order as approved by NM-DFA for hot taps on Berino Road, and we will get additional money to do the pipeline in the three additional La Mesa roads. He noted that there might be enough money to put in additional 12” line in Berino as well, and said they he extended the contract 30 days because of the additional

work. He is pushing to get some funds spent before the end of October and will have the contractor buy parts right away. Also, the condemnation for the treatment plant property has been done. LRGMDWA will go dissolve when the money is all spent. The La Mesa Office Project will advertise on 10/18/10. 17:39

- C. RFPs for engineering services & accounting services – determine selection committee and process: Mr. Lopez said that the same engineers that submitted before submitted on this RFP as well. He recommends setting a date and having the firms present. Mr. Holguin suggested having a special meeting to do that. Ms. Nichols will circulate some dates to do a Board work session to interview the firms, and the Board will make the selection during its next regular meeting. Regarding the accounting RFP, Clifton/Gunderson, Meyners & Company, Strickler & Prieto, and Beasley & Mitchell submitted proposals. Mr. Lopez handed them out. The Directors reviewed them, and Mr. Lopez noted that if we hire an employee, we can reduce the use of an accountant. Ms. Nichols pointed out that the Board can select a General Manager and task this item to staff. Ms. Pargas made a motion to postpone the accounting proposals for further review, Mr. Ruiz seconded, and Mr. Pugh asked if the Board should review them with the first priority as hiring and using these as secondary. Mr. Lopez recommended hiring someone for staff who knows accounting to keep us on track. There was some discussion on salary range, and the vote was unanimously in favor. 40:32
  
- D. Funding applications update – WTB, NMFA, RD, CDBG: Mr. Lopez said the Water Trust Board application is due Oct. 14<sup>th</sup>, and he will make sure we get an application in for the Mesquite-Del Cerro Phase IV Project and the Berino Water Phase I. NMFA still has not provided information about refinancing of infrastructure debt. He said they wanted a copy of the Governance Document, but he did not release it has not been adopted. He requested Board permission to have the Authority assume some of the engineering services for La Mesa under an addendum Molzen is proposing. He would like to have the attorney review it so we can go to bid on La Mesa Project and Mesquite Waste Water Project before the end of the year. Vencor is working to combine the PERs for Mesquite-Del Cerro and Berino in to one that we will submit for CDBG. CDBG may change their rules so we don't have to apply through the county. He also noted that we are having two public meetings, 10/20 and 10/21/10 from 6-7:00 for CDBG and 7-8:00 p.m. for USDA-RD, the 20<sup>th</sup> at Berino and the 21<sup>st</sup> at Del Cerro Community Center. 45:57
  
- E. Adoption of Charter Document – review of attorney's comments & recommendations, public comment: The Board reviewed the Document at length, requested that term limits be eliminated, and will have Ms. Nichols fix some typos and send notes to the attorney for reconsideration items related to Director conflict of interest and liens and foreclosures, and post the discussion version on the website. 1:38:21

- F. Hiring of General Manager – review applications, select a General Manager: Ms. Nichols handed out copies of the one resume that was received from Mr. Lopez in response to the job posting copies and read letters of endorsement from the Desert Sands & Berino employees. Mr. Holguin made a motion to select Martin Lopez as General Manager for the Authority. Mr. Ruiz seconded, and it carried unanimously. 1:44:04 Ms. Nichols reminded the Board that they will need to negotiate a salary package . Mr. Lopez said that the attorney recommended entering into an employment contract with the GM to include an ‘at will’ statement. Mr. Nieto will contact the attorney. 1:48:078
- G. GM Job Description – review attorney’s comments, amend if necessary – Mr. Nieto will speak with the attorney and get report back at the next meeting.
- H. Policy Manual – review attorney’s comments & recommendations, consider adoption if ready – not
- I. Employee Handbook – postpone
- J. Election Policy – pending information from county – Mr. Lopez said the attorney contacted County Clerk and gave him the information he was seeking, hopefully the issue is getting resolved. 1:49:50
- K. District Boundaries – pending info from mutuals & mapping: Mr. Lopez said that four of the five systems have identified potential members, and Mesquite is about 75%, should be ready in the next month.
- L. Job descriptions & pay scales implementation by GM – postpone: Mr. Holguin made a motion to take item L now, Ms. Pargas seconded, and it carried unanimously. Ms. Pargas made a motion to direct the GM to implement this item, and it carried unanimously. 1:52:20 1:56:23
- M. Agency required Public Notification Meetings for new CDBG Planning Grant Application & USDA Rural Development “Intent to Submit Application” scheduled for 10/20/10, 7 p.m. at Vado Elementary – discussion if any: Mr. Lopez said that there will be two meetings, the 20<sup>th</sup> at Berino and the 21<sup>st</sup> at Del Cerro community center, 6:00 p.m. for CDBG, 7:00 pm for USDA-RD.

VIII. New Business:

- A. Proposed EBID Blanket License Agreement – authorize attorney to review: Mr. Lopez discussed and item B. Mr. Holguin made a motion to authorize the GM to send items VIII. A. & B. to the attorney for review, Mr. Ruiz seconded, and it carried unanimously.
- B. Proposed EBID Mutual Aid Agreement – authorize attorney to review – done with item A. 02:03:08

- IX. Other discussion and agenda items for next meeting – Next meeting 10/20/10 at 10:00 a.m., Work Session for Engineering Proposals, Espy Holguin asked if the Authority will apply directly to CDBG or through the county. Mr. Lopez said we made the recommendation to the CDC board to change the rules so that we can apply directly, and he is planning to talk to Diana Bustamante about championing this for us.
  
- X. Adjourn: Mr. Holguin made a motion to adjourn, Ms. Pargas seconded, and it carried unanimously.

Date Minutes Approved: \_\_\_\_\_

<b>LRGPWWA BOARD: Sign ABOVE your printed name Name, Title/ Association Represented</b>	<b>Approve/Absent</b>
<b>Robert Nieto, President/Mesquite MDWC &amp; MSWA</b>	
<b>Jim Pugh/La Mesa MDWCA</b>	
<b>John Holguin, VP/Vado MDWCA</b>	
<b>Santos Ruiz, Secretary/Berino MDWC &amp; MSWA</b>	
<b>Rosaura Pargas/Desert Sands MDWCA</b>	

# **LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**

## **NOTICE OF BOARD OF DIRECTORS WORK SESSION**

**1:00 p.m. on Tuesday, October 12, 2010 at Berino MDWC & MSWA Office, 1150 Berino Road, Berino, New Mexico**

**The purpose of this work session is to interview the five engineering firms that have responded to the Authority's Request For Proposals. No meeting will be convened, and no Authority business except this item will be discussed.**

## **NOTICE OF POTENTIAL QUORUM**

**A quorum of the Boards of Directors of the Authority and the Lower Rio Grande Mutual Domestic Water Association may potential be present at the Authority public hearings concerning applications for Community Development Block Grant funds and USDA Rural Development funding on Wednesday, October 20, 2010 at Berino MDWC & MSWA Office, 1150 Berino Road, Berino, New Mexico at 6:00 and 7:00 p.m., and again on Thursday, October 21, 2010 at Del Cerro Community Center at 6:00 and 7:00 p.m. No board meetings will be convened, and no Authority or LRG MDWA business will be discussed except the funding applications.**

# **LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**

## **BOARD OF DIRECTORS WORK SESSION**

**Engineering Firm Presentations & Interviews**

**1:00 p.m. on Tuesday, October 12, 2010 at Berino MDWC & MSWA Office, 1150 Berino Road, Berino, New Mexico**

- 1:00 CE&M
- 1:30 Gannet Fleming
- 2:00 Molzen Cobin
- 2:30 Bohannan
- 3:00 Vencor
- 3:30 Rating & Ranking – selection to be made at October 20<sup>th</sup> 10:00 a.m. meeting

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**MEETING NOTICE & AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**10:00 a.m. Wednesday, October 20, 2010 at Vado MDWCA Office**

- I. Sign in, establish quorum, call to order
- II. Approval of agenda
- III. Approval of Minutes of 10/6/10
- IV. General Manager's action items & reports - Insurance quotes, transfers of assets, Income & Expense Report
- V. Guest Presentations – Renata Manning Gbo-Gbo, BECC
- VI. Public Input – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action:
- VII. Unfinished Business:
  - A. Water Rights combine & comingle application – for approval
  - B. LRG MDWA current projects – report
  - C. RFPs - Selection of engineering firm
  - D. Funding applications - NMFA, RD, CDBG updates, & Resolution #2011-04 Authorizing 2011 WTB Application for retroactive adoption
  - E. Governance Document – for adoption
  - F. GM Employment Contract & GM Job Description – review attorney's comments, adopt if ready
  - G. Job descriptions & pay scales - implementation by GM – update
  - H. Policy Manual – postpone
  - I. Employee Handbook – postpone
  - J. Election Policy – pending information from county - postpone
  - K. District Boundaries – pending info from mutuals & mapping - postpone
  - L. Public Notification Meetings for new CDBG Application & USDA Rural Development “Intent to Submit Application” scheduled for 10/20/10, 7 p.m. at Berino MDWC & 10/21/10 at Del Cerro Community Center – discussion
  - M. EBID Blanket License Agreement & Mutual Aid Agreement - for approval
- VIII. New Business:
  - A. Housing Assessment meeting – report
  - B. Alliance – report
  - C. Employee Benefits Package – for approval
- IX. Other discussion and agenda items for next meeting – Next meeting 11/3/10 at 6:30 p.m., Accounting proposals
- 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 Desert Sands MDWCA office at 505-882-0313, P.O. Box 1864, Anthony, NM 88021, or in person at 59 Links Road, Berino, 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 Desert Sands MDWCA office if a summary or other type of accessible format is needed.

*Si es un individuo con una incapacidad esta en necesidad de un lector, amplificador, lenguaje por senas, o cualquier otra forma de asistencia o servicio para atender o participar en las juntas, por favor lame ha la oficina Desert Sands MDWCA 505-882-0313, P.O. Box 1864, Anthony, NM 88021, o en persona 59 Links Road, Berino, NM una semana antes de la junta o en cuanto posible. Documentos públicos, incluyendo la agenda y minutos, están disponibles en varios*

*formatos. Por favor opóngase en contacto con la oficina Desert Sands MDWCA si un resumen o otro tipo de forma accesible es necesario*



**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY**  
**BOARD OF DIRECTORS**  
**MONTHLY MEETING MINUTES**  
**Wednesday, October 20, 2010**  
**Vado MDWCA Office, 10:00 A.M.**  
**325 HOLGUIN RD.**  
**VADO, NM 88072**

- I. **Call meeting to order, Proof of quorum**  
Vice-President John Holguin call meeting to order at 10:14am. Proof of quorum established with Board of Directors present as follows: John Holguin, Santos Ruiz, Jim Pugh and Rosaura Pargas. Absent: Roberto M. Nieto. Guests: Renata Manning-BECC, Martin Lopez-LRG PWWA GM, Karen Nichols-LRG PWWA Projects Manager, Kathi Jackson-Finance Manager (temp), Ruth Williams, M.E. Bejarano, Natalia Mercado.
- II. **Approval of agenda**  
Rosaura Pargas motions to approve agenda with postponing item VII. F, Jim Pugh seconds, motion carried, none opposed 4-0.
- III. **Approval of Minutes of 10/6/10**
- IV. **General Manager's action items & reports - Insurance quotes, transfers of assets, Income & Expense Report-** Mr. Lopez reported that the insurance quotes are not in at this time they will be effective on November 1, the transfers of assets has already started and as of now in the income & expense report there are \$470 in the bank.
- V. **Guest Presentations** – Renata Manning Gbo-Gbo, BECC reported that applications for funding are due by November 1. Projects could be for back-up power supplies, wastewater collection, not necessarily project ready, but aggressive schedule to get ready. UMI. NADB BEIF grants, other loan resources, UMI – registration going on right now for ELP satellite course. [www.nadb.org](http://www.nadb.org). Jim Phug motions to submit application to BECC, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- VI. **Public Input** – 15 minutes total allotted for this item, 3 minute time limit per person, may be continued after Item VIII by board action: **NONE**
- VII. Unfinished Business:
  - A. **Water Rights combine & comingle application – for approval** – Mr. Lopez reported that Attorney, Beverly Singleman, is working with it will present at the end of the year, Vado water rights have been acknowledged and transfered to Authority
  - B. **LRG MDWA current projects** – report – Mr. Lopez reported that some of the funds from Castillo Rd. (interconnect Mesquite to La Mesa) could go towards Berino Rd., water conservation plan needs to be updated now that Vado has been

acknowledged, La Mesa's new building bid was on Oct. 17 it is been set to be in place around Jan./Feb. 2011 and that is when the LRG Mutual will dissolve. Need to formally adopt 40 Year Water Plan and Water Conservation Plan. PER not done yet.

- C. **RFPs - Selection of engineering firm-** Mr. Lopez reported per Mr. Nieto if the selection of engineering firm could be postponed until next Board meeting. Mr. Phug motions to postponed, Mr. Ruiz seconds, it was discussed that there was no need to postpone. Mr. Phug motions to withdraw from the previous motion made and continue forward with the selection of engineering firm. Mr. Lopez was granted permission by Mr. Nieto to vote on his behalf if the Board decided to continue with selection. Board Votes Selection of Engineering firm as follows:  
Vencor Engineering 500pts  
Molzen Corbin 410pts  
Gannett Flemming 395pts  
Bohannan Huston 395pts  
CE & M 320pts  
Jim Pugh motions to award Vencor Engineering in the selection of firms that was presented, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- D. **Funding applications** - NMFA, RD, CDBG updates, & Resolution #2011-04 Authorizing 2011 WTB Application for retroactive adoption – NMFA waiting on Governance Document, CDC meeting tomorrow in SF – will consider rule change to allow Special Districts to apply directly. WTB submitted.
- E. **Governance Document** – for adoption  
Jim Pugh motions to adopt governance document with a modification on page 15 Section 2.08.B, Rosaura Pargas seconds, motion carried, none opposed 4-0.
- F. **GM Employment Contract & GM Job Description** – review attorney's comments, adopt if ready – POSTPONED – NEXT AGENDA
- G. **Job descriptions & pay scales** - implementation by GM – update  
Mr. Lopez reported that all employees, full/part & contract have applied. Positions for Project Manager, Operations Manager have been filled will have a Finance Manager filled in the near future, positions for specialist have also been placed.
- H. **Policy Manual** – postpone
- I. **Employee Handbook** – postpone
- J. **Election Policy** – pending information from county – postpone
- K. **District Boundaries** – pending info from mutuals & mapping – postpone

- L. Public Notification Meetings for new CDBG Application & USDA Rural Development “Intent to Submit Application” scheduled for 10/20/10, 6 p.m. at Berino MDWC & 10/21/10 at Del Cerro Community Center – discussion
- M. **EBID Blanket License Agreement & Mutual Aid Agreement** - for approval POSTPONED TO NEXT AGENDA

VIII. **New Business:**

- A. **Housing Assessment meeting** – report – Espy – work in these communities to request a housing assessment – money available thru HUD & CDBG
  - B. **Alliance – report - None**
  - C. **Employee Benefits Package** – for approval – what kind of benefits to consider – no information yet, will be on agenda for 11/3
- IX. Other discussion and agenda items for next meeting – Next meeting 11/3/10 at 6:30 p.m., Accounting proposals, Manny wants DS membership to vote to leave the Authority, wants to have public meetings to inform about new regulations & rates. Mr. Lopez tasked Ms. Jackson with proposal for accounting services to look scope of work for proposal to do more in-house. Staff to interview firms for qualifications and clarified scope & made a recommendation back to the board.
- X. **Adjourn**  
Motion to adjourn made by Rosaura Pargas and second by Jim Pugh at 12:36pm.  
Minutes of October 19, 2010 to be approved by Board of Directors, November 3, 2010.

Date Minutes Approved: \_\_\_\_\_

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Chairman, Roberto M. Nieto

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Vice- Chairman, John Holguin

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Secretary, Santos Ruiz

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Director, Rosaura Pargas

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Director, Jim Pugh