

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
MINUTES—REGULAR BOARD OF DIRECTORS MEETING

10:00 a.m. Wednesday, March 20, 2013 at the Organ Community Center, 5880 Second St. Organ, NM

Note: Minutes are in DRAFT form until approved by the Board

- I. **Sign in, Roll Call to Establish Quorum, Call to Order** Sign-in sheet and agenda are attached. Directors present were Chairman Robert “Marty” Nieto, Vice-Chairman John Holguin, Secretary Santos Ruiz, Director Furman Smith and Director Mike McMullen. Staff members present were Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols and Adm Asst Joan Ferguson. Absent were Director Blanca Martinez, Director Rosaura Pargas, General Manager Martin Lopez. Also in attendance were Tod Phinney, BJ Alford and Espy Holguin. With a quorum established the meeting was called to order by Mr. Nieto at 10:02am. {0:35}
- II. **Approval of Agenda** The time of the meeting was incorrect and has been changed to 10:00am. Additionally, the approval of minutes of 2/20/13 was postponed because of a lack of quorum. With the change, Mr. McMullen moved to approve the agenda. Mr. Smith seconded the motion and it passed 5-0. {1:39}
- III. **Approval of Minutes of 2/20/13** Approval of minutes was postponed due to a lack of quorum. {1:49}
- IV. **Guest Presentations** Mr. Tod Phinney from WH Pacific was in attendance. He introduced himself, his company and passed out company literature. {3:29}
- V. **Public Input—15 minutes total allotted for this item, 3 minute time limit per person** none
- VI. **Managers’ Reports**
 - A. **Management Report** Mr. Martin Lopez submitted a written report which is attached but he was not present to answer questions. He was attending a CITF Board meeting.
 - Ms. Nichols reminded the board that next month they will be seating a new Board and deciding which districts would be 2-year and which districts would be 4-year.
 - There was a short discussion concerning the two election disputes. Dona Ana County is running the elections and they decided that the disputes had no standing.
 - Ms. Jackson asked about write-ins. Ms. Nichols said that write-ins are not available for this election but the policy could be re-written to make them available in subsequent elections.
 - Ms. Jackson asked if the candidates for election had been posted on the website. Ms. Nichols said that due to technical difficulties (see Finance Report) and her schedule she hadn’t been able to post that but will. {10:20}
 - B. **Operations Report** Mr. Mike Lopez submitted a written report which is attached and answered questions.
 - An arrest has been made in the Well 8 tagging and because it involved water utility property a felony charge is possible.
 - Mr. Smith asked about the progress in Organ. Mr. Mike Lopez explained where new lines were being laid and assured Mr. Smith that the fire plugs on Furnace would be installed above ground.
 - There was an illegal hook-up on Scud Buster in Berino. The meter was reinstalled in the right-of-way and the flush-out was removed. The owner will be fined \$500 for tampering.
 - Ms. Nichols requested to be invited to the Master Meter training.

- Mr. Smith asked if the Timberline invoice had been received. Ms. Jackson assured him that they had received it. {30:41}

C. Finance Report Ms. Jackson submitted a Profit and Loss statement, gave a verbal report and answered questions.

- Various technical difficulties have occurred over the past month: a computer virus that took five days to resolve; phone lines and internet equipment that failed simultaneously and has taken over a week to resolve.
- Mr. Smith asked about the \$3,600 in late fees.
- Fifty thousand dollars were taken from the reserve fund which will be reflected in next month's accounting.
- Mr. Mike Lopez's scheduling has helped cut down on overtime which has helped with the bottom line.
- Warned that electrical costs will begin going up once the lift stations are operational but corresponding maintenance costs should drop.
- Re personnel: The accountant that was hired in January quit. Priorities were reorganized and there is a new hire for the Butterfield Park that will be doing double duty, manning that office full-time and filling some accounting duties as well as help with the inventory. In this context Mr. Holguin asked why the Vado Office couldn't be opened. Ms. Jackson explained that because of the finding in the last audit on the lack of an inventory system she and Martin determined that at this point that that best use of funds at this point would be the second person at BP. Additionally she pointed out that one of the Operations crew, Mr. G, will be transferred to Finance to run Operations' inventory.
- Online credit card payment should be available by the end of the week. Finance is still working on the automatic bank draft system.
- Ms. Jackson said she would be going to audit training. Ms. Nichols asked about new rules and if the Authority could extend the current audit contract and Ms. Jackson said it was possible but it was something to look into. {50:15}

D. Projects Report Ms. Nichols report is attached and she reviewed it for the Board.

- Ms. Nichols explained how—working together—she, Martin; Robert Garcia, Rural Development Engineering; the people at the Water Trust Board; Wyatt Karchner, Molzen Corben Engineering ; Hector Vasquez, Vencor Engineering and Burns Construction are putting together a project using overages from the La Mesa Well Project, funds from the Water Trust Board and possibly overages from the Alto de las Flores project to install stub-outs (for lines that will have to be installed regardless) under roads in the Mesquite project before they are paved during the sewer project. This (unprecedented) project will allow Lower Rio Grande to avoid the future and inevitable cost of digging up the paved road to install those water lines.
- RE Organ Water and Sewer project. Mike, Mr. Smith discussed the water tank.

VII. Unfinished Business

A. Draft Documents Retention Schedule, Projects—for approval Mr. Smith said that the Schedule looked familiar. Mrs. Ferguson said it was because it was gleaned from the other schedules to be specific for Projects. Mr. Nieto asked if we were comfortable with it. Ms. Nichols said yes. Mr. Smith moved to approve the Document Retention Schedule, Projects. Mr. Ruiz seconded the motion and it carried 5–0 with no further discussion.

B. Director nominations for GM Review Committee Mr. McMullen nominated Mr. George Abernathy from Brazito to the GM Review committee. Mr. McMullen moved to accept Mr.

George Abernathy for the GM Review Committee. Mr. Holguin seconded the motion and with no discussion, it passed 5–0. {1:17:15}

- C. Employee bonuses for calendar year 2012** Ms. Jackson, reporting back to the Board, said she and Mr. Martin Lopez had devised the following tiered schedule :\$200 for regular employees, \$300 for crew leaders; \$400 for managers and \$500 for the GM. Mr. Holguin moved to accept the employee bonuses as presented, Mr. Ruiz seconded the motion and with no further discussion, the voted was 5–0. {1:18:23}

- VIII. New Business** none

- IX. Other discussion and agenda items for next meeting, 4/17/13 at the Vado Office**

 - A.** Opening the Vado office.
 - B.** Seating a new Board, appointing a Director for District One; and designating which districts will have 4-year terms and which districts will have 2-year terms.

- X. Adjourn** Mr. Holguin moved to adjourn the meeting. Mr. Ruiz seconded. The vote was 5-0 to adjourn. The meeting was adjourned at 11:24am.

Lower Rio Grande Public Waterworks Authority

Sign In Sheet

1/2

Date: MARCH 20 2013 Time: 10A Place: Organ Co Meeting Type: Regular Board Meeting

Name, Title - Print	Company or Agency Represented	Mailing Address	Telephone	Email
<u>MIKE McMULLEN</u>	<u>LR SPW</u>	<u>201 STONE DR.</u>	<u>970-322-7852</u>	<u>MIKEMCMULLEN@SPW.ORG</u>
<u>Samuel Ruiz</u>		<u>1200 Steeghs Road</u>	<u>575 882 5939</u>	
<u>Erin Smith</u>	<u>ORGAN</u>	<u>PO BOX 172</u> <u>ORGAN NM 88052</u>	<u>382 5982</u>	<u>SMITH@ZINET.COM</u>
<u>John Ferguson</u>	<u>LRGPWWA</u>	<u>PO BOX 2646</u> <u>Anthony NM 88021</u>	<u>405-79972</u>	<u>John.Ferguson@lrgpwwa.org</u>
<u>Robin Jackson Finance Manager</u>	<u>LRGPWWA</u>	<u>PO BOX 2646</u> <u>Anthony NM 88021</u>	<u>405-4330</u>	<u>robin.jackson@lrgpwwa.org</u>
<u>Robert Miller</u>	<u>LRGPWWA</u>	<u>NO. 5500</u> <u>Anthony NM 88021</u>	<u>575-388-3857</u>	<u>robert.miller@lrgpwwa.org</u>
<u>Mike Lopez</u>		<u>P.O. Box 2646</u>		
<u>Wanda Lopez</u>	<u>LRGPWWA</u>	<u>Anthony NM</u>	<u>635-3921</u>	
<u>TOP PHINNEY</u>	<u>WHPacific, Inc.</u>	<u>6501 Americas Pkwy NE</u> <u>SUITE 400, ALBUQUERQUE, NM 87110</u>	<u>505-830-8770</u>	<u>tphinney@whpacific.com</u>
<u>WHP DIRECTOR - WATER RESOURCES</u>				
<u>BJ ALFORD</u>	<u>METER WSIS</u>	<u>6767 MACARTHUR RD</u> <u>LAS CRUCES</u>	<u>639-3427</u>	<u>5050413@R.DDM</u>
<u>John Holquist</u>	<u>LRGPWWA</u>	<u>325 Holswie Pl</u> <u>UAD, NM</u>	<u>635-9007</u>	<u>holquist@lrgpwwa.org</u>

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
MEETING NOTICE & AGENDA—REGULAR BOARD OF DIRECTORS MEETING

10:00 a.m. Wednesday, March 20, 2013 at the Organ Community Center, 5880 Second St. Organ, NM

Agendas are final 24 hours prior to the meeting and may be obtained at any LRGPWWA Office—call 575-233-5742 for information

- I. Sign in, Roll Call to Establish Quorum, Call to Order
- II. Approval of Agenda
- III. Approval of Minutes of 2/20/13
- IV. Guest Presentations
- V. Public Input—15 minutes total allotted for this item, 3 minute time limit per person
- VI. Managers' Reports
 - A. Management Report
 - B. Operations Report
 - C. Finance Report
 - D. Projects Report
- VII. Unfinished Business
 - A. Draft Documents Retention Schedule, Projects—for approval
 - B. Director nominations for GM Review Committee
 - C. Employee bonuses for calendar year 2012
- VIII. New Business
- IX. Other discussion and agenda items for next meeting, 4/17/13 at the Vado Office
- 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 LRG PWWA office at 575-233-5742, 325 Holguin Rd, Vado NM 88072 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 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 llame a la oficina LRG PWWA office at 575-233-5742, 325 Holguin Rd, Vado NM 88072 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 LRGPWWA si un resumen o otro tipo de forma accesible es necesario.

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes—REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, February 20, 2013 at the Vado Office, 325 Holguin Rd

NOTE: Minutes are in DRAFT form until approved by the Board

- I. **Sign in, Roll Call to Establish Quorum, Call to Order** Sign-in sheet and agenda are attached. Directors present were Secretary Santos Ruiz, Director Blanca Martinez, Director Rosaura Pargas, Director Mary Berry, Director Furman Smith and Director Mike McMullen. Absent were Chairman Robert “Marty” Nieto and Vice-Chairman John Holguin. Staff members present were General Manager Martin Lopez, Finance Manager Kathi Jackson, Operations Manager Mike Lopez, Projects Manager Karen Nichols and Adm Asst Joan Ferguson. With a quorum established, the meeting was called to order by Ms. Berry at 9:06 am. {0:20}
- II. **Approval of Agenda** Mr. Ruiz moved to approve the agenda. Ms. Martinez seconded the motion. The motion carried 6–0. {:48} Mr. Martin Lopez noticed at {22:09} that Item VI.B.2. was incorrect. It should read LRGMDWA.
- III. **Approval of Minutes of 1/16/13** Ms. Pargas noticed an error in item I. Instead of “with Mr. Nieto’s arrival pending,” it should read “with Mr. Holguin’s arrival pending.” Mr. Santos made a motion to approve the minutes of 1/16/13 with the above correction. Ms. Martinez seconded the motion and it carried 6–0. {2:15}
- IV. **Guest Presentations: Souder Miller Associates** Souder, Miller & Associates’ presentation is attached. Mr. Karl Tonander (Senior Vice President) introduced his staff and their credentials and gave his presentation. Ms. Berry reiterated how easy she found it to work with Souder, Miller when she was with Butterfield Park. {21:07}
- V. **Public Input—15 minutes total allotted for this item, 3 minute time limit per person:** none.
- VI. **Managers’ Reports**
 - A. **Management Report** Mr. Martin Lopez’s written report is attached and he discussed it with the Board.
 - The East Mesa office will be open 10am–5pm, Monday–Friday.
 - There was a question about whether the legislative funding request for a groundwater study had been submitted. It was unclear.
 - RE elections, there is one candidate for each district except for District 1 which is the former Desert Sands district. There is the possibility for write-in candidates and if that doesn’t happen, the Board has 45 day to appoint someone. Candidates were reminded to vote for themselves! The election is April 2, 2013 at the Del Cerro Community Center and the Butterfield Park Community Center.
 - B. **Finance Report** Ms. Kathi Jackson’s written report is attached and she discussed it with the Board.
 - Two new employees: an accountant, Shane Greeder and Mary Berry who will be at the Butterfield Park office.
 - In the next couple of weeks the online system should be up and running. Customers will be able to access their accounts and for a fee of \$2.50 pay their bills online. {32:47}

2. FY2012 Audit—for acceptance

- *Capital Asset Finding* Because of no inventory system. With the new employee, an inventory system should be set up within the year.
- *Under Collateralized Finding.* Because of time constraints, LRG was not able to dispute this finding but are still contesting it. According to the Federal Reserve, LRG was fully collateralized.
- *Per diem finding.* The auditor mistook an expense for a per diem payment by thinking that the credit card issued to the General Manager was a personal credit card that was being reimbursed.
- *Overstatement of Revenue Finding.* A check was inadvertently entered in a previous month. Because it came at year-end it affected revenue.
- *Compensated Absences Finding.* LRG bought out vacation and sick time of previous MD employees. The auditor believed that LRG paid too much.
- *Over Budget Finding.* Because of the mergers with Organ and Butterfield Park, LRG was taking in more revenue and the budget was not amended.

A motion was made by Mr. Smith to accept the FY2012 Audit. The motion was seconded by Ms. Martinez and the motion carried 6–0.

3. LRGMDDWA Agreed-Upon Procedures, June 30, 2012—for acceptance The funding for this entity was simply grant funding and there were no findings. Mr. McMullen made a motion to accept the LRGMDDWA Agreed-Upon Procedures, June 30, 2012. Mr. Smith seconded and it passed 6–0.

4. Organ Water and Sewer Association Agreed-Upon Procedures, December 31, 2011—for acceptance Findings: fixed asset inventory; no budget amendments; lack of review of documentation; late reporting. Ms. Pargas made a motion to approve the Organ Water and Sewer Association Agreed-Upon Procedures, June 30, 2012. Mr. Smith seconded and the motion carried, 6–0.

5. Brazito MDWCA Agreed-Upon Procedures, December 31, 2011—for acceptance Findings: fixed asset inventory; budget adjustments; late report; lack of review documentation. Mr. Smith moved to accept the Brazito MDWCA Agreed-Upon Procedures, December 31, 2011. Mr. McMullen seconded and the motion carried 6–0. {45:56}

This month's P/L shows a loss. This loss is the result of decreased revenue during the winter months and because the Authority paid Brazito's loans a month earlier than anticipated. Ms. Berry asked about the Government Penalties and Interest line item. Ms. Jackson said it was a portion of what was owned on the payroll tax issue. First and second quarter amended budgets (not on agenda) were passed around for review. They were signed by the Secretary and will be signed by the Chair. {1:00:58}

C. Projects Report Ms. Karen Nichols' written report is attached and she discussed it with the Board.

- Re La Mesa Water, the new gate will cost \$1,700–1,800.
- Re Surface Water Treatment Plant, the transcript has been received since the report was written and design will begin immediately.
- Re Authority PER, the third draw has been approved and Ms. Nichols is looking at 65% submittal by the end of the month.
- RE Radio Read Meters, one bid was received and was sent to the Project Engineer Feb 20 and his recommendation is expected shortly.

2. Signature Authority for Alto de Las Flores Interconnect Project—for approval Ms. Pargas made a motion to approve the Signature Authority for Alto de Las Flores Interconnect Project. The motion was seconded by Mr. Smith and passed 6–0.

- D. Operations Report** Mr. Mike Lopez’s written report is attached and he discussed it with the Board.
- The new on-call system has halved overtime expenses. Recording fails at this point
 - The pump control panels for the new sewer project will need to be reinforced somehow because they are located on DOT right-of-way and DOT will not allow fencing so they are susceptible to tampering.
 - Wetlands were burned to clean out the brush. Recording starts at this point {1:03}

VII. Unfinished Business

- A. Draft Documents Retention Schedule, Operations—for approval** Ms. Ferguson explained that this schedule is different than the other and has been taken from Federal codes dealing with the EPA. Mr. Smith moved to approve the Documents Retention Schedule, Operations. Ms. Pargas seconded the motion: it passed 6–0. {3:00}
- B. Director nominations for GM Review Committee** Two more nominees are needed for the Review Committee. {4:01}
- C. Resolution FY2013-10 re: Colonias Infrastructure Trust Fund Loan & Grant—for adoption** For a grant of \$1,503,232 and a loan of \$167,025. A motion to adopt Resolution FY2013-10 re: Colonias Infrastructure Trust Fund Loan & Grant was made by Mr. Smith and seconded by Mr. McMullen. The motion carried 6–0. {6:00}
- D. Motion to convene in closed session pursuant to NMSA 1978 Section 10-15-1 (H)(8) and (H)(7) for discussion of the acquisition of real property or water rights and threatened or pending litigation.** A motion to postpone items VII.D–F was made by Mr. McMullen. It was seconded by Mr. Smith and carried 6–0. {7:15}
- E. Motion to resume in open session** postponed
- F. Action (if any) related to items discussed in closed session** postponed

VIII. New Business

- A. Pledge of CITF matching funds for water rights acquisition for approval.** Because the Authority lost 300 acre feet as a result of the Combine and Comingle. It needs to buy water rights because without the extra water rights there would be a moratorium on new water hookups. Ms. Nichols explained that having matching funds in place, i.e., the reserve funds that she is requesting, garners more points in the application process with the CITF. Ms. Pargas moved that the pledge be amended to read “A pledge of \$150,000 matching funds for the potential purchase of water rights contingent upon the award of CITF funding and they are pledged until another source of matching funds is secured.” The amendment passed 6–0. Mr. McMullen moved that a pledge of \$150,000 matching funds for the potential purchase of water rights contingent upon the award of CITF funding and they are pledged until another source of matching funds is secured. Mr. Smith seconded the motion and it passed, 6–0. {20:07:}
- B. Amendment to Resolution FY 2013-09, CITF Applications.** Ms. Pargas moved to approve the Amendment to Resolution FY 2013-09, CITF Applications changing the title. Mr. Ruiz seconded it and it passed 6–0. {21:41}

- C. **Customer policy on connection fee.** Mr. McMullen moved to amend the customer policy to require new members to have a shut-off valve on the customer side of the meter prior to the service being activated. The motion was seconded by Mr. Smith and carried 6–0. {30:00}
 - D. **Customer policy on tampering fees.** Mr. Martin Lopez suggested changing the wording to “Unauthorized opening/closing of service...” The proposed amendment was to recognize that unauthorized opening and/or closing of the service was not always malicious and did not warrant a \$500 fine. Mr. McMullen moved that the amendment with the changed language be approved. Ms. Pargas seconded it and it passed 6–0. {33:50}
 - E. **HR policies on part-time employees and holiday pay.** When the policy was originally written, there were no part-time employees. This amendment closes a gap. Mr. McMullen moved to accept the amendment as written and Ms. Pargas seconded it. The motion carried 6–0. {35:37}
 - F. **Employee bonuses for calendar year 2012** Bonuses have usually been awarded during the Christmas party and they were overlooked this year. Last year, a lump sum of \$5,500 was allocated to the GM to distribute according to a formula. The Board directed Ms. Kathi Jackson to determine a dollar amount that would be appropriate and Mr. McMullen moved to postpone the decision. Mr. Smith seconded and the motion carried 6–0. {41:40}
- IX. **Other discussion and agenda items for next meeting, 3/20/13, 10am at the Organ Community Center**
Ms. Mary Berry tendered her resignation as she has been employed by the Authority. {42:45}
- X. **Adjourn** Mr. McMullen moved to adjourn the meeting. Mr. Smith seconded. The vote to adjourn was unanimous. The meeting adjourned at 11:26 am.

Date Minutes approved: *March 20, 2013*

Directors Present

Absent

Chairman Robert M. Nieto

Absent

Vice-Chairman John Holguin

Secretary Santos Ruiz

Director Rosaura Pargas

Director Blanca Martinez

Director Mary Berry

Director Furman Smith

Director Mike McMullen

LRGPWWA
Manager's Report
March 20, 2013

- Election:
 - April 2, 2012 from 7 am to 7 pm at our East Mesa Office and at the Del Cerro Community Center
 - Early and Absentee voting at Dona Ana County Clerks through March 29th
 - District 2-7 have no opposition
 - District 1 will need an appointee within 45 days after election
 - Board will have to elect officers (Chair, Vice-Chair, and Secretary)
 - Board will have to draw to designate which 3 districts serve a two-year term and which 4 serve a four-year term
- Transfer of Assets from Associations
 - Berino: BLM permit application to transfer has been submitted
 - Berino: Arsenic ACO extension request to NMED DWB (2 years) No word
 - Organ DP 915 Sewer Permit extension approved
 - Brazito items pending
 - transfer of bank account balances and closing of accounts—pending transactions
 - Colonias Funds: Had to attend CITF Board meeting to explain merger

Lower Rio Grande PWWA

Operators Report

March 20, 2013

System Problems and Repairs.

- Backflow inspections are current.(Mesquite District)
- Sewer tank inspections are current.(Mesquite District)
- We had a major water line break that affected 3 large streets.
- Start up on lift stations 1 & 2.
- New On call schedule working well.
- Well #1 Vessel C has been cleaned out and the new media has been ordered.
- Well 8 was tagged by gang members.
- The East Mesa continues to have problems with project.
- JJ and I have ironed out the problems with the Accu-tab system and JJ is training the well techs.
- We had a situation on Scud Buster in Berino.
- I have scheduled a training with Mr. Ric O'Conner from Master Meter.
- Ramon has his guys cleaning out meter boxes in La Mesa.

NMED: Monthly Bac-T-Samples have been taken for the Lower Rio Grande PWWA.

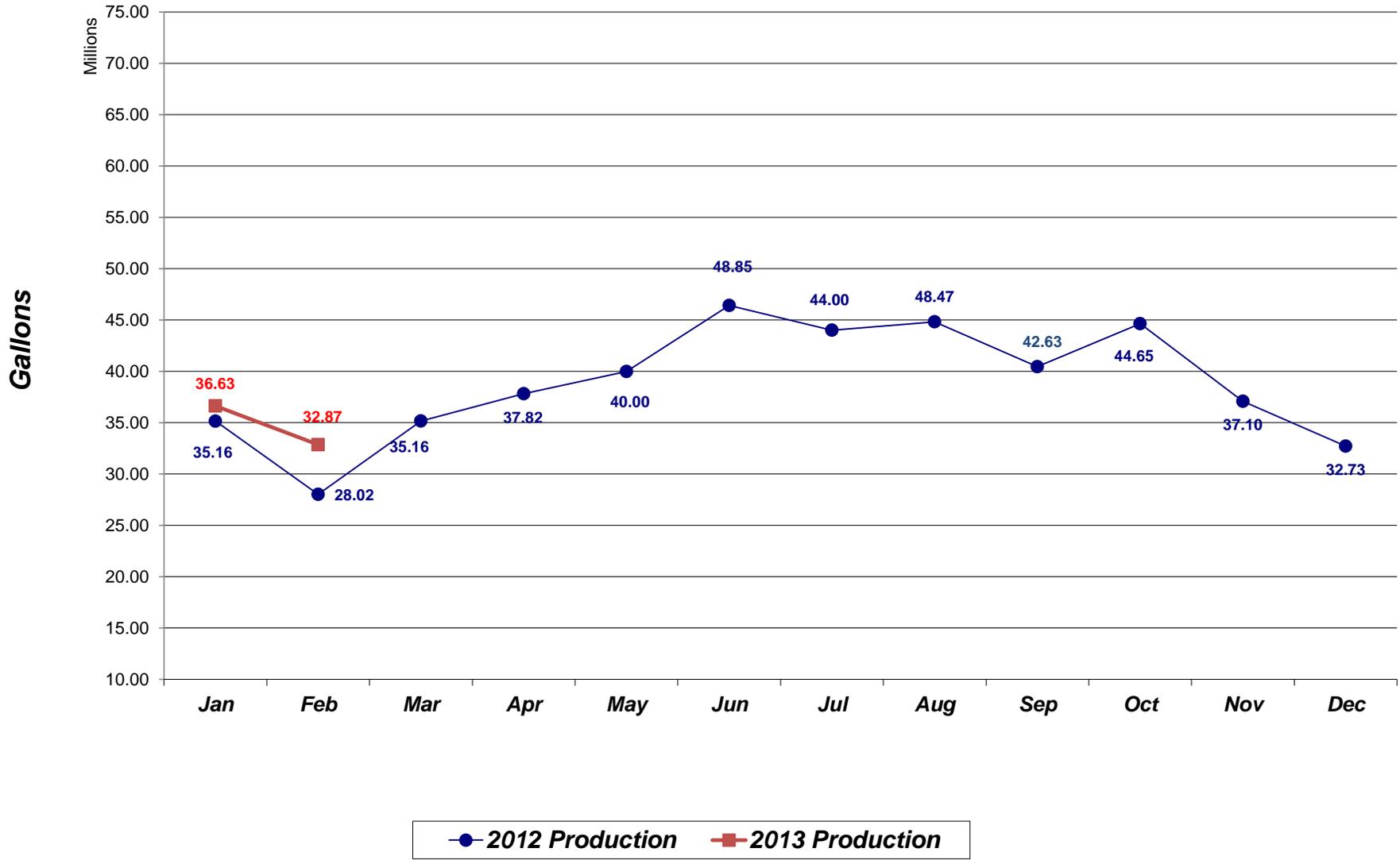
Mesquite district Wetlands: wetlands have been working fine.

Mesquite Sewer Report. To be generated by May 10th.

Chlorine: No problems this past month.

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

Lower Rio Grande PWWA Water Production Report



LRGPWWA
Profit & Loss
 February 2013

	Feb 13
Ordinary Income/Expense	
Income	
Credit Card Fees	148.55
Interest	35.19
Non-Operating Revenue	
Copy/Fax	112.40
Other Income	3,951.00
	4,063.40
Total Non-Operating Revenue	
Operating Revenue	
Activation & Connection Fees	3,040.00
Contract Services	250.00
Installation Fees	591.52
Membership Fees	200.00
Monthly Services	122,242.37
Monthly Services-Sewer	7,256.84
Other Income	3,456.37
Penalties-Sewer	221.06
Penalties-Water	3,692.35
Returned Check Fees	70.00
	141,020.51
Total Operating Revenue	
Other Types of Income	
Miscellaneous Revenue	2,901.41
	2,901.41
Total Other Types of Income	
	148,169.06
Total Income	
	148,169.06
Gross Profit	
	148,169.06
Expense	
Accounting, Auditing, Legal	
Audit	6,184.85
Bank Service Charges	135.30
Legal Notices	234.48
Licenses & Fees	75.00
Meals	106.42
Postage-Billing	1,229.57
Postage-Other	61.80
Travel	138.24
	8,165.66
Total Accounting, Auditing, Legal	
Salaries	
401K 10% Company Contribution	5,279.65
Accrued Leave	615.07
Administrative Labor	23,051.18
Clerical Labor	12,474.85
Employee Benefits-401K Contrib	1,886.78
Insurance-Dental	779.16
Insurance-Health	6,664.99
Operations Labor	29,483.02
Payroll Taxes-Federal Unemploy	-43.98
Payroll Taxes-Medicare	868.86
Payroll Taxes-Social Security	3,715.08
Payroll Taxes-State Unemploy	9.34
Payroll Taxes-Worker's Comp Fee	1,224.80
	86,008.80
Total Salaries	
Supplies	
Computer Maintenance	2,746.41
Fuel	5,328.76
Internet Service - Butterfield	118.83
Maint. & Repairs-Office	376.46
Maintenance & Repairs-Other	659.79
Materials & Supplies	8,137.03
Office Supplies	77.35

3:19 PM
03/19/13
Accrual Basis

LRGPWWA
Profit & Loss
February 2013

	<u>Feb 13</u>
Printing and Copying	2,852.83
Uniforms-Employee	712.33
Total Supplies	<u>21,009.79</u>
Taxes, Liability, Insurance	
Cobra Fee	15.30
Insurance-General Liability	6,235.00
Insurance-Vision	0.00
Water Conservation Fee	1,098.99
Total Taxes, Liability, Insurance	<u>7,349.29</u>
Utilities	
Automobile Repairs & Maint.	662.42
Cell Phone	264.60
Electricity-Office	20,691.39
Garbage Service	80.00
Gas Service - Office	76.03
Natural Gas	371.72
Telephone	1,189.37
Telephone- Butterfield Park	0.00
Total Utilities	<u>23,335.53</u>
Total Expense	<u>145,869.07</u>
Net Ordinary Income	<u>2,299.99</u>
Net Income	<u><u>2,299.99</u></u>

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
PROJECTS REPORT – 3/20/13 BOARD OF DIRECTORS MEETING**

Authority Construction Projects:

LRG-11-01 - La Mesa Water System Improvements – Molzen Corbin – Construction Stage – Burn

Construction - RD - \$2,040,346: Well pump change order was signed to increase the capacity of the well to approximately 530 gpm. This change order has been approved by RD and the pump and motor have been ordered. The roof is on the well building and the CMU is near completion. PER is being amended to include stub-outs for future Berino/Mesquite-Del Cerro water project to be constructed as a change order.

LRG: 11-02.1 -Mesquite Wastewater Project – Gannett Fleming– CONSTRUCTION Stage – Layne

Southwest - RD \$7,262,081, CITF \$1,670,257: Construction of gravity mains is nearly completed. The contractor is not working on NM 228 until the utility conflict issue(s) are resolved. There will be additional costs for the conflicts that were unknown to the contractor (waterline & telephone line). We have been unable to reach agreement on a price for this additional work so we will most likely proceed with the additional work on a time & materials basis. The contractor has proposed a pump system for the 12 residences that cannot be served by gravity sewer. The system is being reviewed by LRG.

LRG-11-02.2 - Authority/Brazito Sewer Project – Vencor – Pre-Design Stage/Funding Application Stage

– NMFA/SAP/RD Application: Funding application for design has been submitted to CITF, agreement with DAC for treatment is pending further negotiations.

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

LRG-11-04 – Berino/ Mesquite-Del Cerro Water System Project WTB #223 – Vencor - Letter of

Conditions/final design & review of plans & specs – RD - \$5,420,147/WTB - \$4,371,630: Engineer continues to merge WTB & USDA portion sheets together into one plan set. Approximate date to finish: 4/26/13. GM, PM and engineer met with Angela Quintana at NMFA, and they are supportive of installing stub-outs in Mesquite before the paving is done as part of the wastewater project, but not of including that in the wastewater project. Molzen is preparing a PER amendment for the La Mesa Well project to include the stub-outs, and we will have that, an ESA amendment and a contract change order in to USDA RD for approval this week, as per the RD engineer's advice. Engineer will finalize Plan & Profile of proposed stub-outs by 3/25/13 beginning with Post Street.

LRG-11-05 – Surface Water Treatment Plant WTB #252– Bohannon Huston - Design phase - \$750,000

WTB – PER update is at 10%, expected completion 5/17/13. Engineer is scheduling project workshop for 2nd week of April.

LRG-12-03 – Authority-Alto de Las Flores Interconnect– Vencor – Design - \$86,400 Old Colonias

Initiative/DFA + GF & Alto contributions - General Contractor, Rio Services, began installation on 3/4/13 and has about 1,000' of line installed. Substantial completion is scheduled for Friday, March 22, 2013. County Inspector rejected asphalt patch work on Castillo Road, Contractor to remove and replace entire patch work on 3/20/13 at his expense.

Authority PERs/EAs/40 Yr. Water Plan:

LRG-12-01 – Authority PER – Vencor - prelim. planning - CDBG Planning Grant \$50,000, NMFA Planning Grant \$37,500 & \$12,500 Local Match: Fourth draw from CDBG funds has been requested. GM & PM met with engineer to review pre-final draft report of Comprehensive PER. Engineer will address comments and submit final draft report to Owner by 4/30/13. Engineer will provide Owner pre-final draft of Environmental Report by 4/5/13.

Forty-Year Water Plan – CE&M – complete: pending NM-OSE comments/approval.

Return Flow Credit Plan – CE&M – GF – Pending Review: Drafted and submitted to Ms. Thacker at local NM-OSE 12/21/11.

LRG-12-02 - Radio Read Meters – in-house – 600,950 DWSRLF: \$595,000 was approved at 50% subsidized + 25% grant = 75% grant, 25% loan at 0% plus fees approved by NMFA Board 4/27/12. Pre-installation meeting was Monday. Notice of Award, Contract, and Change Order executed at the meeting, Notice to Proceed after payment and performance bonds received.

Individual MDWCA Projects:

LRG-12-04 - Organ Water & Sewer Project – Bohannon Huston – Construction Phase – Morrow - \$2,990,382 RD Colonias Grant, \$101,000 RD Loan: Water main line installation continues in the lower Mountain View project area. Bore across El Centro to Coyote Rd. is complete. Crews begin installing 6" PVC on El Centro Rd. at STA.-10+00 and have progressed to STA.-13+00. It was discussed to delete a portion of the El Centro alignment and only extend the 6" from the end of the existing 3" PVC. Crews will locate the existing 3" and make a determination where to transition to the new 6". Only one construction crew was onsite during this month installing main line on Eagle, Fox, Arrowhead, & El Centro. Approximately 6,500 LF of 6" PVC installed this period. Work at the WW lagoons on the dosing station and the electrical feeders continue. No crews currently working on water services. Well driller for monitor wells began mobilization to site. CLC was unable to locate their existing 24" main on El Centro and coordinated with Dona Ana County to approve open trench of El Centro to install new 6" and locate existing CLC 24". Permit modifications for this change was approved by DAC Engineering.

Other projects:

Legislature – Legislation pre-filing dates are 12/17/12 thru 1/11/13, session begins 1/15/13, bill introduction deadline is 2/14/13, session ends 3/16/13, pocket veto date is 4/5/12 and effective date of legislation passed is 6/14/13 (except for bills with an emergency clause or specified date). Ongoing report is available at your file storage during this period. Had a meeting with Sen. Cervantes Mar. 7th. SB60-Capital Outlay Bill including \$175k for Information Technology for LRGPWVA is passed and awaiting the governor's signature.

Water Trust Board Policy Committee – Staying in touch w/Ramon Lucero of El Valle Alliance regarding this issue.

USDA-RD Transfer & Assumption Application Packages: Application packages for Butterfield Park, Organ & Brazito were submitted 1/7/13 and are pending RD review.

Documents Retention & Destruction – Joan is continuing to work with managers to develop retention schedules, Projects Schedule on today's agenda completes the schedules except for electronic files. Desert Sands files are sorted for storage or destruction except for the project files, and she will begin work on the Mesquite files next.

Website - Board Minutes Page & Notices Page are up to date. Have uploaded election information to the Boards & Elections page, Notices and Documents pages.

Funding Applications – Three Capital Outlay requests have been prepared and provided to SCCOG for submission to 4 representative and 3 senators, and surveys have been completed for NM-DFA. These requests are for water rights purchase, new billing software purchase and implementation, and a SCADA study. CITF application for design of the Mesquite-Brazito Sewer Project and purchase of water rights are complete and have been submitted to NMFA. Third application will not be submitted because PER is not far enough along.

PROPERTY FILES:

Description: records of deeds and leases to real property owned or used by the Authority. Information includes description and location of the property, maps, easements, right of way permits, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence.

Retention

(1) **Easements, right of way permits:** permanent. After property is sold, disposed of, or relinquished, files may be transferred to archives

(2) **Leases and related documentation:** six years after termination of lease, then transfer to archives for appraisal and final disposal

PROJECT PLANS & SPECIFICATIONS:

Description: original of photographic reproduction of engineering or architectural plans or technical drawings. Access to documentation of restricted or security areas shall be limited to authorized personnel only.

Retention: permanent. After no longer needed for reference, files may be transferred to archives

PROJECT SURVEYS OR MAPS:

Description: surveys or maps developed-for LRGPWWA to fulfill a project. Information concerns roads, property lines, corners, monuments, road marker placements, structures, sites, and other related data.

Retention: until no longer needed for reference, then transfer to archives for appraisal and final disposal

JOINT POWERS AGREEMENTS:

Description: written contractual agreement entered into between two or more public entities subject to any constitutional or legislative restrictions imposed upon any of the contracting public entities (Joint Powers Agreement Act, Section 11-1-1 to Section 11-1-7 NMSA).

Retention: 10 years after termination of agreement, then transfer to archives for review and final disposition

PRELIMINARY ENGINEERING STUDIES:

Description: Preliminary engineering reports and environmental documents.

Retention: until no longer useful

PROJECT BUDGET:

Description: printed copy of annual project budget showing project funding and expenditures.

Retention: seven years after project is completed

INVOICES:

Description: funding disbursement requests, contractor pay applications, engineering invoices copies and other project related invoices

Retention: six years after project is completed and final audit is complete

PROJECT BID TABULATIONS:

Description: record of each bid submitted by vendors selling goods and/or services. Information includes advertisement for bids, bid spread sheet, notice bid award letter notice to proceed

Retention: three years after close of fiscal year in which bid is awarded

PROJECT PERMITS

Description: Funding and regulatory agency approvals and correspondence

Retention: Seven years after release of audit or no longer useful

PROJECT OVERSIGHT REPORTS

Description: Payroll reports, progress reports, meetings' minutes, project timelines.

Retention: Seven years after release of audit.