



LOWER RIO GRANDE
Public Water Works Authority
PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

Teleconference Meeting Page 1 of 1

Date: May 18, 2022

Time: 9:00 a.m.

Places: Online Zoom meeting

Event: Regular Board Meeting

Name	Company Name	Contact Information Phone Number	Email Address
Martin Lopez	LRG- General Manager	575-233-5742 Ext1004	
Karen Nichols	LRG- Projects Manager	575-233-5742 Ext1018	
Patricia Charles	LRG- Projects Specialist	575-233-5742 Ext1021	
Kathi Jackson	LRG- Finance Manager	575-233-5742 Ext1005	
John Schroder	LRG- Accounting Assistant	575-233-5742 Ext1006	
Mike Lopez	LRG- Operations Manager	575-233-5742 Ext1011	
Esperanza Holguin	LRG- Board Chair	575-644-9543	
Paul Smith	LRG- Board Director	505-710-4671	
Glory Juarez	LRG- Board Director	575-494-2750	
Martha Ortiz	Frank X Spencer & Associates	915-533-4673	
Gina Carrion	Frank X Spencer & Associates	915-533-4673	

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Draft Minutes —REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, May 18, 2022 ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWVA Office or at www.LRGauthority.org/noticesavisos.html

- I. **Call to Order, Roll Call to Establish Quorum:** Board Chair called the meeting to order at 9:30 a.m. Mr. P. Smith representing District #1 was present, District #2 is vacant, Mr. Evaro representing District #3 was absent, Mrs. Holguin representing District #4 was present, District # 5 is vacant, Mrs. Juarez representing District #6 was present, Mr. F. Smith representing District #7 was absent. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Accounting Assistant John Schroder and Operations Manager Mike Lopez. Guest present were Martha Ortiz and Gina Carrion from Frank X Spencer & Associates, Inc.
- II. **Pledge of Allegiance:** postponed due to online meeting
- III. **Motion to approve Agenda:** Mrs. Juarez made the motion to approve the agenda and Mr. P Smith seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for Regular Board meeting on April 20, 2022 and minutes for Special Board meeting on May 5, 2022.** Mr. P Smith made the motion to approve the minutes from Regular Board Meeting on April 20, 2022 and minutes for Special Board Meeting on May 5, 2022. Mrs. Juarez seconded the motion, the motion passed with all in favor.
- V. **Presentations:** none
- VI. **Public Input:** none
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. BLM permits for the first 5 LRG system have become due, they are 10-year permits. We have had major issues with our Server/Internet for the last two weeks. He authorized Mr. Schroder to purchase a new server and a backup. They should be in, in a couple of months. He thanked Mr. Schroder for coordinating between us and the IT team to get us back running.
 - B. **Operations:** Mr. Lopez provided a written report and stood for questions. Production was down by 2.24 million gallons. From same time last year.
 - C. **Finance:** Ms. Jackson provided a written report and stood for questions. Revenue was \$197,359.43 and expenses of \$286,126.74. We getting towards the end of the quarter and have paid off some stuff. We had a big adjustment; it is on the first page. The adjustment was due to over charging the Berino School for water usage. The meter readings were wrong and cause us to

over charge. We also had some inventory adjustments but we are still on track we will have the interim budget for the Board at the next board meeting. Mr. Mike Lopez said the meter at the Berino School was faulty and was providing wrong numbers, it was replaced.

- D. Projects:** Ms. Nichols did not provide a written report, but stood for questions. She did not have time to prepare the report for this month. As of end of day yesterday we gained access to our grant funds on the South Valley Water Supply and treatment Project. We had been scheduled to close on the RD Loan Funds, normally we have to spend those funds first. There was an issue with the title policy we are still working to get it resolved. Two pay apps have been submitted and we only have funding available for about half of the first one. We should receive funds in the next few days from RD for the South Valley Water Supply & Treatment Project. We anticipate the same title policy issues with the Sewer Project 2, which just started construction. Just received amendments from Bohannon Huston on both projects to prepare plats on some of the properties that did not have them. RD had new requirements on title policies and she has spent a lot of time on this issue. We are kicking off the ICIP today, we got a really short deadline. The ICIP will be ready for the board's approval at our next board meeting.

VIII. Unfinished Business: none

IX. New Business

- A. Motion to approve RFP Committee Report and select Engineering Firms for On Call Services:** Mr. P Smith made the motion to approve RFP Committee Report and select Engineering Firms for on Call Services. Mrs. Juarez seconded the motion, the motion passed with all in favor. Mrs. Holguin said the committee recommendation was to select two firms the 2 with the highest scores. The top scoring and selected firms were Souder, Miller & Associates and Bohannon Huston, Inc. Ms. Nichols wanted to acknowledge and thank Mrs. Ortiz and Mrs. Carrion from Frank X Spencer & Associates. We appreciate their participation and their attendance at this meeting. This is the first time they participate in one of our RFP's.
- B. Motion to authorize RFP for Waste Water System Improvements Project:** Mrs. Juarez made the motion to authorize RFP for Waste Water System Improvements Project. Mr. P Smith seconded the motion, the motion passed with all in favor. Mr. Lopez said this RFP relates to the Organ facility which is now approximately 40 years old and needs upgrades and the Mesquite Proper Area.
- C. Discuss return to in-person meetings:** Mrs. Holguin asked the board members present if they were interested in going back to in-person meetings, Mrs. Juarez and Mr. P Smith both agreed they would go back to in-person meetings. Mrs. Holguin said she would like to see us use one or two places for the meetings until we get moved in to our new office. Mr. Lopez said we would have to update the Open Meetings Act Resolution to identify the number of locations the board meetings will be held at. It will be on the agenda for next months meeting, the changes could be made at that time. Ms. Nichols said we can continue sending out the Zoom meeting invitation for those people who cannot attend in person. Our June 15th meeting will be held at the La Mesa office at 9:00 a.m.

X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, June 15, 2022

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

B. Motion to adopt Resolution #FY2021-19 Open Meetings Act Compliance (which includes the BoD Regular Board Meeting Schedule)

XI. Motion to Adjourn: Mrs. Juarez made the motion to adjourn the board meeting at 9:54 a.m. Mr. P Smith seconded the motion, the motion passed with all in favor.

These minutes will be presented to the board for approval on the 15th Day of June, 2022 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING

9:00 a.m. Wednesday, May 18, 2022 ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html

- I. Call to Order, Roll Call to Establish Quorum: Mr. P. Smith _____ (District #1), Vacant (District #2), Mr. Evaro _____ (District #3), Mrs. Holguin _____ (District #4), Vacant (District # 5), Mrs. Juarez _____ (District #6), Mr. F. Smith _____ (District #7)
- II. Pledge of Allegiance: postponed due to online meeting
- III. Motion to approve Agenda
- IV. Approval of Minutes: Motion to approve the minutes for
 - A. Regular Board Meeting on April 20, 2022
 - B. Special Board Meeting on May 5, 2022
- V. Presentations: none
- VI. Public Input: 3 minutes per person
- VII. Managers' Reports
 - A. General Manager
 - B. Operations
 - C. Finance
 - D. Projects
- VIII. Unfinished Business
- IX. New Business
 - A. Motion to approve RFP Committee Report and select Engineering Firms for On Call Services
 - B. Motion to authorize RFP for Waste Water System Improvements Project
 - C. Discuss return to in-person meetings
- X. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, June 15, 2022
 - A. Have any Board Members participated in training? If so, please give us a copy of your certificate
 - B. Motion to adopt Resolution #FY2021-19 Open Meetings Act Compliance (which includes the BoD Regular Board Meeting Schedule)

XI. Motion to 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, April 20, 2022 ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWVA Office or at www.LRGauthority.org/noticesavisos.html

- I. **Call to Order, Roll Call to Establish Quorum:** Board Chair called the meeting to order at 9:30 a.m. Mr. P. Smith representing District #1 was present, District #2 is vacant, Mr. Evaro representing District #3 was present, Mrs. Holguin representing District #4 was present, District # 5 is vacant, Mrs. Juarez representing District #6 was present, Mr. F. Smith representing District #7 was absent. Staff members present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Operations Manager Mike Lopez and Accounting Assistant John Schroder. Guests present were Mrs. Diana Gomez from Bohannon Huston, Inc. and Marty Howell from Souder, Miller & Associates.
- II. **Pledge of Allegiance:** postponed due to online meeting
- III. **Motion to approve Agenda:** Ms. Nichols requested the motion include moving all of section 9 New Business be moved after section 6 due to Board Member Juarez having to leave meeting early. Mrs. Juarez said she did not need to leave early today. Mr. Paul Smith made the motion to approve the agenda as written. Mrs. Juarez seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for: Regular Board Meeting for Feb. 16, 2022 and Regular Board Meeting for Mar. 16, 2022**
Mrs. Juarez made the motion to approve the minutes for Regular board meeting for Feb. 16, 2022 and Regular board meeting for Mar. 16, 2022. Mr. Paul Smith seconded the motion, the motion passed with all in favor.
- V. **Presentations:** none
- VI. **Public Input:** none
- VII. **Managers' Reports**
 - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez and Ms. Nichols meet with the Rincon Water Co-Op members it was an information meeting. They are considering moving forward with us. The Co-Op membership are scheduling a meeting for May 2, 2022. The 401K contribution for Calendar Year 2021 has been made. The renewal for DP 915 (Organ Wastewater Facility) has been initiated. RCAC has requested he participate in their Annual Employee Summit in Sacramento in late June, all expenses paid.
 - B. **Finance:** Ms. Jackson provided a written report and stood for questions. Revenues were \$411,907.30 and expenses were \$422,099.55 over spent a bit. We are still in good shape; we are 75% through the year and have brought in 81% of the revenue we projected for the year. We are

spot on with expenses, we have spent 74% of our budget. We will have to do some budget adjustments in the last quarter to account for the sewer expenses in the last couple of months.

- C. Projects:** Ms. Nichols provided a written report and stood for questions. Mesquite-Brazito Sewer Project 2 pre-construction conference was held on 4/12/22 and construction will start on 5/2/22. Request for funds from RCAC Bridge loan has been submitted. South Valley Water Supply Project is moving right along, contractor is working on excavation for the drying beds, the foundation for the well house and the arsenic building. Central Office Building we have received the first pay app and expecting another one soon. Valle Del Rio Project is on hold pending El Paso Electric Company work to install 3-phase power to the site. East Mesa Water System Project Phase I Construction we have a closing Resolution is on today's agenda for Phase I construction funds. High Valley Water System Project is on hold waiting for parts. The contractor not on site yet because she is waiting for parts. Mr. Howell from Souder, Miller & Assoc. said it will be about two weeks for parts to come in. Stern Drive Project is complete. Mesquite Wetlands Closure the final pay app, close-out documents and final disbursement request have been submitted. Vado Area Water System Improvements has been closed out. The Projects that have been finalized and closed-out will be removed from the Projects report. Mrs. Holguin asked if she could give an update on the Central Office Building, Ms. Nichols said the contractor is proceeding with the site work and have requested the first pay app. There will be a second pay app soon for the down payment for the office building to the manufacturer.
- D. Operations:** Mr. Lopez provided a written report and stood for questions. The state has approved the purchase of the needed media for the Venadito Arsenic plant in Desert Sands. Ms. Nichols asked how long the media had lasted at the Venadito plant, Mr. Lopez said it had lasted 10 years.

VIII. Unfinished Business: none

IX. New Business

- A. Motion to adopt Resolution #FY2022-17 Adopting & Approving 3rd Quarter Budget Report:** Mrs. Holguin said this resolution is for the financials, Ms. Jackson reported on in her manager's report. Mrs. Juarez made the motion to adopt and approve Resolution FY#2022-17 3rd Quarter Budget Report. Mr. Paul Smith seconded the motion, the motion passed with all in favor.
- B. Motion to adopt Resolution #FY2022-18 Authorizing DW-5631 Loan Agreement for East Mesa Water System Improvements Project Phase I Construction:** Mrs. Juarez made the motion to adopt and authorize Resolution #FY2022-18 DW-5631 Loan Agreement for East Mesa Water System Improvements Project Phase I Construction. Mr. Evaro seconded the motion, the motion passed with all in favor.
- C. Motion to approve and adopt Proposed Amendment to the Board Meeting & Agenda Policy:** Mrs. Holguin said this item was discussed at the Board Work Session on April 12, 2022. Mrs. Juarez motion to approve and adopt Proposed Amendment to the Board Meeting & Agenda Policy. Mr. Evaro seconded the motion, the motion passed with all in favor.

D. Motion to approve and adopt Proposed Policy for Setting Rates & Fees: Mrs. Holguin said this item was also discussed at the Board Work Session on April 12, 2022. Mrs. Juarez made the motion to approve and adopt the Proposed Policy for Setting Rates & Fees. Mr. Paul Smith seconded the motion, the motion passed with all in favor.

E. Motion to approve and adopt Proposed Amendment to Open Meetings Act Resolution FY2021-19: Ms. Nichols said there needed to be a correction on the Resolution. First paragraph needs to reflect the time and date the amendment took place. Mrs. Juarez made the motion to approve and adopt Proposed Amendment to Open Meetings Act with the correction reflecting the time and date the amendment took place. Mr. Evaro seconded the motion, the motion passed with all in favor.

X. Other discussion and agenda items for next meeting at 9:30 a.m. Wednesday, May 18, 2022

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

B. Authorize RFP for Sewer Waste Water System Improvements Project

C. Open Meetings Act Resolution for #FY2023

D. Discuss getting back to physical meetings

XI. Motion to Adjourn: Mrs. Juarez made the motion to adjourn the board meeting at 9:57 a.m. Mr. Evaro seconded the motion, the motion passed with all in favor.

These minutes will be presented to the board for approval on the 18th Day of May, 2022 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Minutes —SPECIAL BOARD OF DIRECTORS MEETING

1:00 p.m., Thursday May 5, 2022 ONLINE VIA ZOOM

Contact us at 575-233-5742 or board@LRGauthority.org for information, assistance, online meeting link, or to subscribe to email board meeting reminders. Email the board address or dial extension 1021 or 1018 and leave a message if requesting phone or log-in information for online meetings. Agendas are final 72 hours prior to the meeting and may be obtained at any LRGPWWA Office or at www.LRGauthority.org/noticesavisos.html

- I. **Call to Order, Roll Call to Establish Quorum:** Vice Chair Mr. F. Smith called the meeting to order at 1:00 p.m. Mr. P. Smith representing District #1 was present, District #2 is vacant, Mr. Evaro representing District #3 was present, Mrs. Holguin representing District #4 was present, District # 5 is vacant, Mrs. Juarez representing District #6 was absent, Mr. F. Smith representing District #7 was present. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson, Accounting Assistant John Schroder, Operations Manager Mike Lopez.
- II. **Pledge of Allegiance:** postponed due to online meeting
- III. **Motion to approve Agenda:** Mr. P Smith made the motion to approve the agenda, Mrs. Holguin seconded the motion, the motion passed with all in favor.
- IV. **New Business**
 - A. **Motion to approve USDA Rural Development Loan Second Resolution Security Agreement for South Valley Water Supply & Treatment Project:** Ms. Nichols said We are going to be closing this USDA-RD funding for the South Valley Water Supply Project on Monday. They discovered they had not sent us the necessary loan and grant agreements; the second loan is for \$160,000.00. We expended the RCAC Bridge & Interim Loan funds. We will get those funds paid back with the first draw out of this funding. Mrs. Holguin made the motion to approve USDA Rural Development Loan Second Resolution Security Agreement for South Valley Water Supply & Treatment Project. Mr. P Smith seconded the motion, the motion passed with all in favor.
 - B. **Motion to approve USDA Rural Development combined Grant Agreement for South Valley Water Supply & Treatment Project:** Mrs. Holguin made the motion to approve USDA RD combined Grant Agreement for South Valley Water Supply & Treatment Project. Mr. P Smith seconded the motion the motion passed with all in favor.
 - C. **Motion to approve USDA Rural Development Grant Agreement for Mesquite-Brazito Sewer Project 2:** Ms. Nichols said we would like to get a jump start on this one. The contractor started work on this project this past Monday. We are getting prepared for the closing on USDA-RD funding and we want to have this Grant Agreement ready. Mrs. Holguin made the motion to approve USDA RD Development Grant Agreement for Mesquite-Brazito Sewer Project 2. Mr. Evaro seconded the motion, the motion passed with all in favor.

- V. Motion to Adjourn:** Mr. Evaro made the motion to adjourn the Special Board meeting at 1:15 p.m. Mrs. Holguin seconded the motion, the motion passed with all in favor.

These minutes will be presented to the board for approval on the 20th Day of May, 2022 at a regular meeting of the Board of Directors:

SEAL:

Esperanza Holguin, Board Chair

Attest:

Joe Evaro, Secretary

LRGPWWA
Manager's Report
May 18, 2022

- Renewal of BLM permits for the first 5 LRG systems have become due (10-year permits)
- Notified by Health Insurance that LRG will receive a premium discount for the year
- Water Audit data is due to the State (NMED) by the end of the month
- Farmer renting the 30-acre farm has been invoice
- Application for a Zone Change and Special Use Permits has been submitted to the County (Solar Farm)
- Had extreme Server/Internet issues for the last couple of weeks- new server has been ordered. IT people and LRG staff have been working to restore back to “normal”

Lower Rio Grande PWWA

Operators Report

May 18, 2021

- Backflow inspections are Current. (Mesquite District)
- For the month of March, we were issued 248 work and service orders.
- For the month of April, we were issued 405 work and service orders.
- For the month of April, we installed 9 new water service connections in the South Valley Area.
- We had no main or service line breaks at Alto De las Flores.
- We relocated and deleted a Portion of a 2" main water line on Modoc Rd. at Talavera MDWCA.
- We had 2 Main line water breaks in South valley area.
- The force main from Brazito to Mesquite is working fine.
- We are still waiting for the new media that will go into the Venadito Arsenic plant in Desert Sands.
- Ramon and crew have still been working with J & K services on the Lift stations replacing floats, cables, ect.

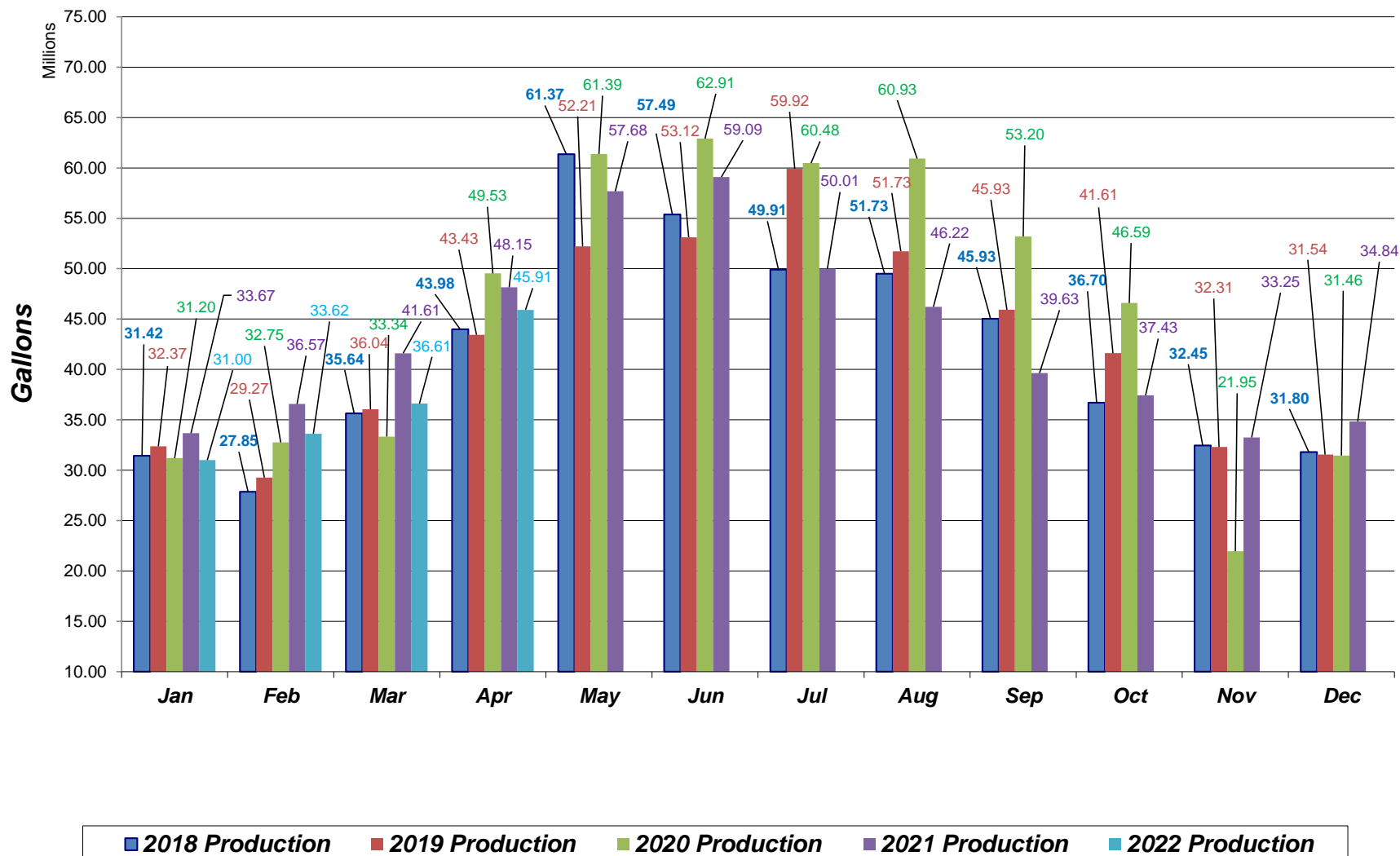
NMED: All of our Monthly Bac-T-Samples were taken for the month of April and all samples were negative.

Mesquite and Organ Sewer Reports. The Organ Pond's and Mesquite Wetland Wastewater reports were sent February 1st. The Organ facility is due twice a year and the Mesquite Facility is due every Quarter the next one is on May 2022.

Chlorine: No problems with the quality of our gas Chlorine or sodium Hypochlorite.

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

Lower Rio Grande PWWA Water Production Report





Income Statement

Lower Rio Grande Public Water Works Authority

Group Summary

For Fiscal: FYE 2022 Period Ending: 04/30/2022

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue				
40000 - Operating Revenue	3,122,500.00	205,201.30	2,602,688.14	519,811.86
40001 - Activation & Connection Fees-Sewer	500.00	0.00	2,133.32	-1,633.32
40002 - Installation Fees	75,000.00	5,666.00	74,573.39	426.61
40003 - Activation & Connection Fees-Water	5,000.00	2,012.64	30,357.29	-25,357.29
40004 - Meter Relocation	0.00	0.00	150.00	-150.00
40005 - Backflow Testing	7,000.00	125.00	2,425.00	4,575.00
40006 - Tampering Fee/Line Breaks	0.00	1,129.45	2,403.39	-2,403.39
40007 - Delinquency Fee	75,000.00	7,200.00	72,550.00	2,450.00
40008 - Penalties-Water	75,000.00	7,669.22	66,158.95	8,841.05
40009 - Membership Fees	5,000.00	545.30	6,995.30	-1,995.30
40010 - Impact Fees	40,000.00	1,764.87	62,456.38	-22,456.38
40011 - Returned Check Fees	500.00	70.00	525.00	-25.00
40012 - Credit Card Fees	12,000.00	1,476.00	15,012.00	-3,012.00
40013 - Miscellaneous Revenue	200.00	20.00	1,049.30	-849.30
40015 - Penalties-Sewer	6,000.00	2,633.69	27,622.00	-21,622.00
40016 - Meter Test Fee	0.00	-240.19	-510.38	510.38
40017 - Hydrant Meter Rental Fee	5,000.00	500.00	3,250.00	1,750.00
40019 - DAC Trash Coupons	1,000.00	56.00	716.00	284.00
40020 - Miscellaneous Revenue-Sewer	5,000.00	63.04	47,195.94	-42,195.94
40025 - DAC Sewer Revenue	0.00	6,085.52	26,277.54	-26,277.54
45000 - Tower Rent	5,000.00	500.00	5,000.00	0.00
45001 - Billing Adjustments-Water	0.00	-56,472.29	-58,197.38	58,197.38
45005 - Fiscal Agent Fees	50,000.00	7,325.61	52,312.38	-2,312.38
45010 - Interest	0.00	32.46	217.14	-217.14
45015 - Copy/Fax	100.00	11.00	71.75	28.25
45020 - Other Income	45,000.00	327.82	108,199.34	-63,199.34
45022 - Annual Farm Rental	5,000.00	0.00	1,500.00	3,500.00
45025 - Contract Services	40,000.00	3,556.99	37,564.65	2,435.35
45030 - Transfers In	0.00	0.00	179,431.73	-179,431.73
49000 - Recovered Bad Debts	0.00	100.00	1,700.00	-1,700.00
Revenue Total:	3,579,800.00	197,359.43	3,371,828.17	207,971.83
Expense				
60000 - Cost of Goods Sold-Sewer	1,000.00	0.00	0.00	1,000.00
60001 - Transfer to Reserves	0.00	10,000.00	100,000.00	-100,000.00
60005 - Accounting Fees	500.00	0.00	1,000.00	-500.00
60010 - Audit	14,000.00	0.00	13,666.25	333.75
60016 - Adjustments	0.00	-12,100.00	-12,100.00	12,100.00
60020 - Bank Service Charges	15,000.00	3,246.37	30,518.04	-15,518.04
60025 - Cash Short/Over	500.00	100.00	398.44	101.56

60026 - Computer Hardware	10,000.00	37.90	8,818.18	1,181.82
60030 - Dues and Subscriptions	3,000.00	0.00	5,283.56	-2,283.56
60035 - Engineering Fees	60,000.00	0.00	22,074.09	37,925.91
60045 - Late Fees	1,000.00	0.00	0.00	1,000.00
60050 - Legal Fees	5,000.00	3,530.99	12,321.72	-7,321.72
60055 - Legal Notices	2,500.00	0.00	651.90	1,848.10
60060 - Licenses & Fees	5,000.00	0.00	5,379.48	-379.48
60065 - Meals	2,500.00	318.62	535.32	1,964.68
60075 - Permit Fees	1,500.00	950.00	8,527.42	-7,027.42
60080 - Postage	3,000.00	100.93	1,486.62	1,513.38
60090 - Professional Fees-Other	10,000.00	0.00	449.94	9,550.06
60100 - Project Development	0.00	0.00	75,592.12	-75,592.12
60120 - Retirement Account Fees	6,500.00	5,121.70	14,106.66	-7,606.66
60125 - Easements & Leases	10,000.00	0.00	0.00	10,000.00
60130 - Training	5,000.00	0.00	1,217.21	3,782.79
60140 - Travel:Airfare Per Diem	3,000.00	0.00	0.00	3,000.00
60150 - Travel:Lodging Per Diem	4,000.00	0.00	483.95	3,516.05
60155 - Travel:Meals Per Diem	2,000.00	0.00	0.00	2,000.00
60160 - Travel:Mileage/Parking Per Diem	1,500.00	0.00	0.00	1,500.00
60165 - Travel:Vehicle Rental Per Diem	1,000.00	0.00	0.00	1,000.00
60600 - Debit Service	148,000.00	10,837.57	113,299.87	34,700.13
60625 - Interest paid to NMED	14,000.00	0.00	0.00	14,000.00
60650 - Interest paid to NMFA	37,000.00	3,467.82	25,923.76	11,076.24
60675 - Interest paid to USDA	125,000.00	11,596.26	127,486.49	-2,486.49
63000 - Regular Pay	1,120,000.00	85,573.75	899,046.15	220,953.85
63001 - Overtime	54,500.00	2,054.85	38,507.14	15,992.86
63006 - Holiday Pay	56,500.00	0.00	51,454.34	5,045.66
63007 - Sick Pay	50,000.00	7,883.68	55,038.89	-5,038.89
63008 - Annual Leave Pay	118,000.00	7,527.79	80,541.94	37,458.06
63010 - 401K 10% Company Contribution	5,000.00	0.00	119,515.72	-114,515.72
63020 - 401K Employee Contribution	2,000.00	0.00	0.00	2,000.00
63040 - Administrative Labor	5,000.00	0.00	3,275.40	1,724.60
63070 - Employee Benefits-401K Contrib	168,500.00	2,959.22	32,976.13	135,523.87
63100 - Insurance-Dental	12,500.00	1,176.49	11,409.45	1,090.55
63110 - Insurance-Health	250,000.00	28,999.63	254,064.18	-4,064.18
63115 - Salaries: Insurance - Work Comp	15,000.00	2,800.00	12,249.00	2,751.00
63125 - Insurance: Life & Disability	12,500.00	0.08	-169.52	12,669.52
63130 - Mileage	1,500.00	0.00	0.00	1,500.00
63135 - Drug Testing	500.00	258.00	468.00	32.00
63160 - Payroll Taxes-Medicare	20,500.00	1,494.08	16,353.77	4,146.23
63170 - Payroll Taxes-Social Security	80,500.00	6,388.49	69,927.45	10,572.55
63180 - Payroll Taxes-State Unemployment	0.00	2,983.85	13,276.78	-13,276.78
63195 - Taxes, Liability, Insurance: Cobra Fee	0.00	75.00	780.00	-780.00
63200 - Vision Insurance	4,000.00	319.12	3,134.71	865.29
64100 - Sewer:DAC Waste Water Flow Charge	50,000.00	4,703.98	52,146.87	-2,146.87
64200 - Sewer:Electricity-Sewer	9,000.00	1,655.77	11,603.55	-2,603.55
64300 - Sewer:Lab & Chemicals-Sewer	10,000.00	4,023.50	19,510.83	-9,510.83

64500 - Sewer:Supplies & Materials	28,500.00	0.00	0.00	28,500.00
64501 - Pre Paid Tank Site Lease	1,625.00	0.00	1,375.00	250.00
65010 - Automobile Repairs & Maint.	50,000.00	4,119.98	27,159.18	22,840.82
65230 - Computer Maintenance	70,000.00	5,370.05	66,342.87	3,657.13
65240 - Equipment Rental	2,500.00	0.00	858.10	1,641.90
65250 - Fuel	60,000.00	7,608.84	66,673.56	-6,673.56
65255 - GPS Insights Charges	7,000.00	969.50	6,113.49	886.51
65260 - Kitchen & Cleaning Supplies	1,000.00	0.00	0.00	1,000.00
65270 - Lab Chemicals-Water	5,000.00	151.03	2,706.98	2,293.02
65275 - SCADA Maintenance Fee	2,000.00	0.00	2,492.63	-492.63
65276 - Test Equipment Calibration	2,000.00	0.00	0.00	2,000.00
65277 - Generator Maintenance Contract	3,000.00	0.00	5,662.96	-2,662.96
65278 - Meter Testing/Repair/Replacement	61,175.00	15.00	5,736.06	55,438.94
65280 - Lab Chemicals-Water:Chemicals	35,000.00	2,903.40	26,572.17	8,427.83
65300 - Locates	2,500.00	0.00	0.00	2,500.00
65310 - Maint. & Repairs-Infrastructure	65,000.00	2,106.25	140,207.21	-75,207.21
65320 - Maint. & Repairs-Office	12,500.00	1,126.21	16,566.41	-4,066.41
65330 - Maintenance & Repairs-Other	21,500.00	2,366.79	26,705.60	-5,205.60
65340 - Materials & Supplies	94,000.00	-8,039.87	32,804.34	61,195.66
65345 - Non Inventory-Consumables	50,000.00	586.56	29,309.07	20,690.93
65350 - Office Supplies	10,000.00	290.00	9,259.17	740.83
65360 - Printing and Copying	47,500.00	4,447.34	46,704.02	795.98
65370 - Tool Furniture	10,000.00	8,160.02	23,723.17	-13,723.17
65390 - Uniforms-Employee	15,000.00	1,319.44	13,022.50	1,977.50
65490 - Cell Phone	20,000.00	0.00	15,670.46	4,329.54
65500 - Electricity-Lighting	6,000.00	600.26	4,644.95	1,355.05
65510 - Electricity-Offices	15,000.00	1,071.89	11,063.26	3,936.74
65520 - Electricity-Wells	200,000.00	21,275.64	171,011.11	28,988.89
65530 - Garbage Service	3,000.00	0.00	1,396.68	1,603.32
65540 - Natural Gas	3,000.00	193.72	1,778.81	1,221.19
65550 - Security/Alarm	5,000.00	0.00	3,920.67	1,079.33
65560 - Telephone	20,000.00	8,735.14	25,054.34	-5,054.34
65561 - Telstar Maintenance Contract	7,000.00	0.00	0.00	7,000.00
65570 - Wastewater	2,000.00	194.78	1,748.30	251.70
66200 - Insurance-General Liability	90,000.00	21,371.00	84,072.83	5,927.17
66700 - Water Conservation Fee	15,000.00	1,098.33	12,051.33	2,948.67
Expense Total:	3,579,800.00	286,126.74	3,184,639.03	395,160.97
Total Surplus (Deficit):	0.00	-88,767.31	187,189.14	-187,189.14

LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY
Water Master Plan Project RFP Committee Report
Tuesday, April 7, 2020, 1:30 pm by Zoom Online Meeting

Lower Rio Grande PWWA On-Call Engineering Services RFP #FY2022-03 Ratings

Offerors	Date Submitted	Time Submitted	6 Copies	8.5x11" bound left side	* 10 Pg. Max.	Format & Sequence	Labeled per Instructions	Campaign Disclosure	Non-Disclosure Request?	Sub-Cons. List	Vol. of Wk. not 75%	Resident-Res. Vet. Bus. Cert.	Grand Total Score	Preference Points	TOTAL POINTS	Ranking
Souder, Miller & Associates	4/25/2022	1:25 PM	X	X	X	X	X	X	No	No	\$0	RES	121.20	6.25	127.45	1
Frank Spencer & Associates	5/2/2022	2:27 PM	X	X	X	X	X	X	No	Yes	\$0	no	90.00	0.00	90.00	5
Daniel B Stephens & Assoc.	5/2/2022	3:01 PM	X	X	X	X	X	X	No	Yes	\$335,388	RES	107.00	6.25	113.25	4
Bohannon Huston, Inc.	5/3/2022	9:03 AM	X	X	X	X	X	X	No	No	\$1,869,152	RES	116.00	6.25	122.25	2
Molzen Corbin Associates**	5/3/2022	9:30 AM	X	X	X	X	X	X	No	Yes	\$0	RES	108.80	6.25	115.05	3
													0.00	0.00	0.00	

* 10 Pg. Max. does not Incl. Covers, Cover Letter, Table of Contents, Preference Certifications or Campaign Disclosure Forms

**Consider waiver of technicality because proposal was delivered to wrong office, LRG staff did not redirect

Resident Preference is 5% of 125 possible pts.

Resident Veteran is 10%

6.25

12.5

NOTE: Due to exclusively State funds, Resident and Resident Veteran Preferences do apply, and *Criteria #5 Work To Be Done in New Mexico* will receive points.

WAIVER of minor technicality: The Molzen Corbin Associates proposal was properly labeled including the La Mesa office address and delivered before the deadline, but was dropped off at the Mesquite office. It was addressed to CPO Kathi Jackson, and staff in Mesquite accepted it instead of redirecting the courier to La Mesa and left it on Ms. Jackson's desk. She was out that day, so she did not see it in time to redirect it prior to the deadline. The Committee recommends that the CPO grant a waiver in this case.

PROCESS: The RFP Committee individually read and scored each proposal and then discussed each of the rating criteria as a group. During the discussion, the committee members were able to make adjustments to their scores based on things coming up that they may not have previously considered. The scores for each of the criteria were then added and averaged, and the committee concurred with the final score for each of the criteria. Below are the committee scores awarded to each proposal and a summary of the discussion:

Planning & Design Phase #1 Scores – Specialized Design & Technical Competence – 25 possible

The Souder, Miller proposal was particularly well organized and did an excellent job of conveying this information, as did most of the other firms. LRG staff has worked with SMA and Bohannon Huston, Inc. on many projects and is quite familiar with their work.

P&D #2 Scores – Capacity & Capability – 25 possible

F.X Spencer & Associates outlined their capabilities quite well and included a financial consultant as a sub. BHI scored very well here, LRG staff works well with them, and they bring in their specialized support staff as appropriate.

P&D #3 Scores – Past Record of Performance – 20 possible

SMA and BHI listed a number of our projects in this category. Molzen Corbin Associates' proposal included a table in this section that was impressive and put the information in a coherent format.

P&D #4 Scores – Familiarity with the Contracting Agency – 10 possible

The BHI and SMA proposals demonstrated a thorough familiarity with the LRGPWWA, which is not surprising because we have worked with them on a number of projects. The Daniel B. Stephens & Associates and Molzen Corbin Associates proposals could have been stronger and more detailed here considering the projects we have done with them. The FXSA proposal was weak here, and we have not worked with this firm previously.

P&D #5 Scores – Work to be done in New Mexico – 0

FXSA's proposal had a minimal amount of work to be done in NM, the rest were virtually 100% in-state.

P&D #6 Scores — Current Volume of Work with the Contracting Agency Not 75% Complete – 10

SMA has projects with us at High Valley, Stern Drive, and Valle Del Rio, but these are nearing completion. FXSA has no projects with us. DBSA is working on the E. Mesa Water System Improvements Project, and it is in early design. BHI is working with us on the S. Valley Water Supply & Treatment Project in construction and the Mesquite-Brazito Sewer Project in construction. MCA currently has no projects with us.

CO #1 Scores – Construction Observation Experience – 5 possible

All of the firms scored well here, and we have had no negative experiences with any of them.

CO #2 Scores - Experience with startup assistance to the Owner of new facilities, if applicable. – 5 possible

All of the proposals were pretty vague here, just listing years of experience.

CO #3 - Capacity and capability of the consultant to provide strategies to assist in meeting the Owner's construction timeframe. – 5 possible

All of the firms demonstrated this in their proposals.

CO #4 - History of past performance, including the record of bid amount versus final close out contract amount. - 5 possible

SMA and MCA had information laid out in detail in a table, so it was easy to read. BHI laid out the basic information on our Wetlands Project with accurate numbers, but could have highlighted that we got additional work done and bought some equipment to spend all the funding after bids came in low.

CO # - History of legal claims, if applicable, on similar construction projects and their resolution. The consultant should detail their claims avoidance approach and construction observation philosophy. – 5 possible

DBSA was the only firm that gave an example and explained how they resolved it and how they avoid the issue moving forward. The other proposals gave fairly generic responses.

RECOMMENDATION:

The Committee recommends that the Board of Directors select the two top-scoring firms,

TOTAL SCORES:

Ranked: 1													
Consultant	Planning & Design Services							Construction Services					TOTAL
	Item 1 pts.25	Item 2 pts.25	Item 3 pts.25	Item 4 pts.15	Item 5 pts.5	Item 6 pts.5	Subtotal 100	Item 1 Pts.5	Item 2 Pts.5	Item 3 Pts.5	Item 4 Pts.5	Item 5 Pts.5	Subtotal 25 Possible
Souder, Miller & Associates													
Average Score	23.80	23.60	25.00	15.00	5.00	5.00	97.40	5.00	4.40	4.80	4.80	4.80	23.80 121.20
Ranked: 5													
Consultant	Planning & Design Services							Construction Services					TOTAL
	Item 1 pts.25	Item 2 pts.25	Item 3 pts.25	Item 4 pts.15	Item 5 pts.5	Item 6 pts.5	Subtotal 100	Item 1 Pts.5	Item 2 Pts.5	Item 3 Pts.5	Item 4 Pts.5	Item 5 Pts.5	Subtotal 25 Possible
Frank X Spencer & Assoc.													
Average Score	20.60	20.80	20.80	7.00	2.80	2.20	74.20	3.00	3.00	3.00	2.80	4.00	15.80 90.00
Ranked: 4													
Consultant	Planning & Design Services							Construction Services					TOTAL
	Item 1 pts.25	Item 2 pts.25	Item 3 pts.25	Item 4 pts.15	Item 5 pts.5	Item 6 pts.5	Subtotal 100	Item 1 Pts.5	Item 2 Pts.5	Item 3 Pts.5	Item 4 Pts.5	Item 5 Pts.5	Subtotal 25 Possible
DB Stephens & Assoc.													
Average Score	22.40	21.80	22.40	13.40	4.60	2.80	87.40	4.00	3.80	4.20	4.00	3.60	19.60 107.00
Ranked: 2													
Consultant	Planning & Design Services							Construction Services					TOTAL
	Item 1 pts.25	Item 2 pts.25	Item 3 pts.25	Item 4 pts.15	Item 5 pts.5	Item 6 pts.5	Subtotal 100	Item 1 Pts.5	Item 2 Pts.5	Item 3 Pts.5	Item 4 Pts.5	Item 5 Pts.5	Subtotal 25 Possible
Bohannon Huston, Inc.													
Average Score	24.20	24.20	24.40	14.40	4.40	3.80	95.40	4.40	4.00	4.40	3.60	4.20	20.60 116.00
Ranked:													
Consultant	Planning & Design Services							Construction Services					TOTAL
	Item 1 pts.25	Item 2 pts.25	Item 3 pts.25	Item 4 pts.15	Item 5 pts.5	Item 6 pts.5	Subtotal 100	Item 1 Pts.5	Item 2 Pts.5	Item 3 Pts.5	Item 4 Pts.5	Item 5 Pts.5	Subtotal 25 Possible
Molzen Corbin Assoc.													
Average Score	22.00	22.00	23.20	14.00	4.40	3.60	89.20	3.80	3.60	4.20	3.80	4.20	19.60 108.80



Karen Nichols, Projects Manager, Procurement Manager



Martin G. Lopez, General Manager



Mike Lopez, Operations Manager



John Schroder, Finance Manager designee

Patricia Charles

Patty Charles, Projects Manager Designee

Jon Webb

Jon Webb, Board Chair Designee