

# LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

## Meeting Notice & Agenda—REGULAR BOARD OF DIRECTORS MEETING 9:00 a.m. Wednesday, August 16, 2023 AT THE La MESA OFFICE & ONLINE VIA ZOOM

Contact us at 575-233-5742 or [board@LRGauthority.org](mailto: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](http://www.LRGauthority.org/noticesavisos.html)

- I. Call to Order, Roll Call to Establish Quorum: District #1 is vacant, **Mr. Franco** \_\_\_\_\_ (District #2), **Mr. Cadena** \_\_\_\_\_ (District #3), **Mrs. Holguin** \_\_\_\_\_(District #4), District # 5 is vacant, **Mrs. Juarez** \_\_\_\_\_(District #6), District #7 is vacant.
- II. Pledge of Allegiance
- III. Motion to approve Agenda
- IV. Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on July 19, 2023
- V. Presentations: none
- VI. Public Input: 3 minutes per person
- VII. Managers' Reports
  - A. General Manager
  - B. Finance
  - C. Projects
  - D. Operations
- VIII. Unfinished Business
- IX. New Business
  - A. Motion to adopt Resolution# FY2024-04 Authorizing the Assignment of Authorized Officers and Agents
  - B. Motion to adopt Resolution# FY2024-05 Acknowledgement of the FY2022 Audit
  - C. Motion to adopt Resolution# FY2024-06 Approving Participation in SCCG for FY2023-2024
  - D. RCAC Rate Study Report
    - i. Staff report on Public Input Meetings
    - ii. Any further public input
    - iii. Motion to acknowledge receipt of final Consolidated Rate Study Report from Karl Pennock, Rural Community Assistance Corporation and thank Mr. Pennock and RCAC for conducting the study
    - iv. Discussion regarding implementation of the recommendations from the rate study
    - v. Motion to implement the following water rate adjustments (define based on discussion)
    - vi. Motion to implement the following sewer rate adjustments (define based on discussion)

**X.** Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, September 20, 2023 at our East Mesa Office and via Zoom.

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

**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

9:00 a.m. Wednesday, July 19, 2023 AT THE La MESA OFFICE & ONLINE VIA ZOOM

Contact us at 575-233-5742 or [board@LRGauthority.org](mailto: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](http://www.LRGauthority.org/noticesavisos.html)

- I. **Call to Order, Roll Call to Establish Quorum:** Mrs. Holguin called the meeting to order at 9:01 am. District #1 is vacant, District #2 is vacant, **Mr. Cadena** representing District #3 was present, **Mrs. Holguin** representing District #4 was present, District # 5 is vacant, **Mrs. Juarez** representing District #6 was present via telephone, District #7 is vacant. Staff present were General Manager Martin Lopez, Projects Manager Karen Nichols, Projects Specialist Patricia Charles, Finance Manager Kathi Jackson. Guests present were Enrique (Rick) Franco community member & Filiberto Castorena HDR Engineering. Tyler Hopkins from Bohannon Huston and Larri Erstad LRG customer attended via Zoom.
- II. **Pledge of Allegiance:** The pledge of allegiance was led by General Manager Martin Lopez.
- III. **Motion to approve Agenda:** Mr. Lopez asked that #10 be moved after #5. Mrs. Juarez made the motion to approve the agenda as amended by Mr. Lopez. Mr. Cadena seconded the motion, the motion passed with all in favor.
- IV. **Approval of Minutes: Motion to approve the minutes for Regular Board Meeting on June 21, 2023:** Mr. Cadena made the motion to approve the minutes for Board Meeting on June 21, 2023. Mrs. Juarez seconded the motion, the motion passed with all in favor.
- V. **Appointment of Director for District# 2:** Mr. Franco presented a letter of interest in joining the Board of Directors. Mrs. Holguin made the motion to accept Mr. Franco's letter of interest and appoint him as a Board Member. Mr. Cadena seconded the motion, the motion passed with all in favor. Mr. Lopez then gave him the Oath of Office; Mr. Franco accepted the appointment.
  - a. **Letter of Interest from Enrique Franco**
  - b. **Oath of Office for Enrique Franco**
- VI. **Presentations:** none
- VII. **Public Input:** Ms. Nichols asked the people attending the meeting via zoom and phone call if they had any public comments, non was provided.
- VIII. **Managers' Reports:**
  - A. **General Manager:** Mr. Lopez provided a written report and stood for questions. Mr. Lopez said that Phase II of the Las Flores subdivision (Berino) had their plat modifications approved by DAC. The owner has requested an invoice for water rights for 32 residential lots. DAC contacted Mr. Lopez to ask that we add sewer service charges to our water customers from the Sleepy Farms Project, which includes about 80-90 customers. The waste water facility in Organ discharge permit

has been approved and the BLM permit for Berino has been reissued for 10 years. Rincon had a violation for secondary contaminants of fluoride. The max level is 4 parts per million, when you have a level 2 you have to notify the public. This violation happened in April and we merged in September. LRGPWVA sent the notification in July and explained the situation. He said there would be a newsletter coming up soon to include the board vacancies and possible community meetings regarding the potential for rate increases, he said the last increase in rates was implemented in 2017. Mrs. Holguin said some customers in her area have expressed discomfort with a large rate increase. She said they probably would not have a problem with a 3% - 4% increase. Mr. Cadena asked how we can continue with the increase in inflation and no rate increases since 2017. Mr. Lopez said we have a few revenue streams that help offset the rate increase and recently increased some customer fees. Mrs. Holguin also said that adding Rincon to the Authority was a very good move. Rincon had water rights, no loans and added approximately 200 customers. Mr. Lopez said he thinks he will be selected to be on call for Jury duty with District Court from July 28 to October 25, 2023. A customer in Rincon asked him to have LRGPWVA assume ownership of water main and 10 services. He said the hours of operation at our East Mesa Office will be changing due to an employee medical emergency. He and Ms. Jackson are talking about maybe changing the hours from 3 days a week to 2 days or maybe 1 day a week. Most people pay online or by phone, but we still have a few people up there that still want to go in and pay in person.

- B. Projects:** Ms. Nichols provided a written report and stood for questions. She said the Water Trust Cycle is beginning and she plans to put in a Notice of Intent for an upcoming project. The request will be on the next agenda, there was not enough time to put it on this agenda. Senator Lujan has sponsored funding for this project. The Operations department looked at the water mains in High Valley and decided they are in need of replacement; we will probably request funding from Colonias for this project. Mr. Lopez added that he and Ms. Nichols met with RCAP people for an interview and will be part of a documentary being produced for their board of directors. They are going to send us our portion of the interview and will notify board when we receive it. Ms. Nichols said the Central Office building hit some snags and is delayed by a year, but is back on track. What is currently going up is the operations building, we are hoping to here at the next meeting that the manufacture of the office building has started manufacturing it. East Mesa project is going well. The wells depth will be increased from 1130 feet to 1135 feet.
- C. Operations:** Mr. Lopez provided a written report and was not able to attend the meeting. Mr. Martin Lopez said Mr. Mike Lopez was not able to attend the meeting because he had been on call and had had issues with the well in Talavera. We pumped a bit more water this year than same time last year. There were a few line breaks and a well in East Mesa that went down and has been replaced.
- D. Finance:** Ms. Jackson provided a written report and stood for questions. Ms. Jackson provided all of the financial reports during the new business part of the meeting. But she did say she had attended the training for her CPO (Chief Procurement Officer) Certificate renewal. She passed the training and will be getting her certificate soon.

**IX. Unfinished Business:** none

**X. New Business:**

- A. Election of LRGPWWA Board Officer – Vice Chairman:** Mrs. Holguin nominated Mr. Cadena for the Vice Chair position. Mrs. Juarez made the motion to appoint Mr. Cadena as Vice Chairman. Mr. Franco seconded the motion, the motion passed with all in favor.
- B. Motion to approve a 4-year Contract for the Talavera MDWCA O & M Contract (Expires July 31, 2023):** Mr. Lopez said we have been providing Operations & Maintenance to the Talavera System. The system has 60-70 connections, they have asked and their board has approved going forward with the renewal of the contract for 4 years. Mr. Cadena made the motion to approve the 4-year contract with Talavera MDWCA O & M. Mrs. Juarez seconded the motion, the motion passed with all in favor.
- C. Motion to adopt Resolution #FY2024-01 Approving 4<sup>th</sup> Qtr. Budget for FY2023:** Mrs. Juarez made the motion to adopt Resolution #FY2021-01 approving 4<sup>th</sup> qtr. Budget for FY2023. Mr. Cadena seconded the motion, the motion passed with all in favor. Ms. Jackson said we came in under budget for Fiscal Year 2024, which was a little over 4 million. We were going to pull \$300,000.00 from reserves to cover additional expenses for the year, but did not need to pull it. We had 3.8 million in revenues and 3.5 million in expenses for the year. We did have a large line failure and had to pull \$193,000.00 to pay for that.
- D. Motion to adopt Resolution #FY2024-02 Adopting Budget Adjustments for FY2023:** Mrs. Juarez made the motion to adopt Resolution #FY2024-02 adopting the Budget Adjustments for FY2023. Mr. Franco seconded the motion, the motion passed with all in favor. Mrs. Holguin said the budget adjustment was the \$193,000.00 that was used to pay for the line failure.
- E. Motion to adopt Resolution #FY2024-03 Approving FY2024 Final Budget:** Mr. Cadena made the motion to adopt Resolution #FY2024-03 approving FY2024 Final Budget. Mr. Franco seconded the motion, the motion passed with all in favor. Ms. Jackson proposed to pull \$525,000.00 from reserves to pay for the large loan payments due on the sewer system. The sewer system is not cash flowing right now because it is not complete yet. Ms. Jackson said there were no changes to the budget. We are in the process of implementing a rate increase that should also help.
- F. Motion to Authorize General Manager to approve staff development training/travel:** Mrs. Juarez made the motion to authorize the General Manager to approve the staff development training/travel. Mr. Franco seconded the motion, the motion passed with all in favor. Mrs. Holguin said this is something we need every year. Mr. Lopez is in charge of authorizing all training and travel.
- G. Motion to Authorize travel and attendance for Board & Staff for conferences & Legislature:** Mr. Lopez said this item pertains to Legislative Committee meeting, board development conferences or financial development. Ms. Nichols said the Infrastructure Conference is usually the last week of October and is a good place to get to know the people that Staff works with. Mr. Cadena made the motion to authorize travel and attendance for board & staff for conferences & legislature. Mr. Franco seconded the motion, the motion passed with all in favor.
- XI. Other discussion and agenda items for next meeting at 9:00 a.m. Wednesday, August 16, 2023 at our La Mesa Office and via Zoom.**
- A. Have any Board Members participated in training? If so, please give us a copy of your certificate:** Mr. Cadena attended the Basic Duties & Responsibilities training this month and has not received

his certificate yet. Mr. Lopez said he thought the group providing the training was a bit behind on sending out the certificates. Mr. Cadena asked if there was a minimum of training hours needed from board members. Mr. Lopez said there was not.

- B. Motion to adopt Resolution Authorizing FY-2023 membership in the South-Central Council of Governments and appointing a delegate and an alternate
- C. Districts 1,2 & 6 expire in 2023 and 1,2,5 &7 are vacant. Election Day is 11/7/23 candidate filling should be 70 days prior to the election.

Mr. Lopez said he had a customer in Organ approach him and ask if it was possible to purchase an old tank site. He wanted to know if he should put this item on the next agenda or have a meeting with her and let her know that this type of transaction is not viable, because of the way LRGPWWA's mortgages are handled. Mrs. Holguin said to meet with her and let her know that it is not possible to sell the tank sit property.

- XII. **Motion to Adjourn:** Mr. Cadena made the motion to adjourn board meeting at 10:16 am. Mr. Franco seconded the motion.

**These minutes will be presented to the board for approval on the 16<sup>th</sup> Day of August, 2023 at a regular meeting of the Board of Directors:**

**SEAL:**

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Esperanza Holguin, Board Chair

Attest:

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Glory Juarez, Secretary

**LRGPWWA**  
**Manager's Report**  
**August 16, 2023**

- Kinder Morgan's consultants reached out as part of the gas line leak mediation on 3 Saints Road in Berino. Removal of soil could require the removal of an 8-inch water line and replacement at their expense
- One of our trucks was struck by lightning (no injuries)
- Ryan (Operations Well Tech) has passed his Wastewater Level II
- Juan (Operations) has passed his Backflow certification
- Service Area map has been filed with County
- 40 Year Water Plan (water rights) will be updated to include all the systems (no updates since 2010)
- Water Conservation Plan will be updated soon
- Having the Organ Lagoons and Mesquite Lift Station evaluated by BHI for possible upgrades and deficiencies
- The individual who requested purchasing an old site in Organ after having been told its unlikely due to Federal Mortgages would like the Board to consider a long-term lease
- Two staff will be attending NM Municipal League Conference in Farmington at the end of August
- I will be attending the NMWWA Board Meeting on August 25<sup>th</sup> in Albuquerque
- My District Court Jury Duty was dismissed



# Income Statement

Lower Rio Grande Public Water Works Authority

## Group Summary

For Fiscal: FYE 2024 Period Ending: 07/31/2023

AcctNumber	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>				
40000 - Operating Revenue	3,835,000.00	371,009.56	371,009.56	3,463,990.44
40002 - Installation Fees	80,000.00	7,873.40	7,873.40	72,126.60
40003 - Activation & Connection Fees-V	20,000.00	1,400.00	1,400.00	18,600.00
40005 - Backflow Testing	7,500.00	375.00	375.00	7,125.00
40006 - Tampering Fee/Line Breaks	4,500.00	130.54	130.54	4,369.46
40007 - Delinquency Fee	70,000.00	6,350.00	6,350.00	63,650.00
40008 - Penalties-Water	80,000.00	10,881.15	10,881.15	69,118.85
40009 - Membership Fees	6,500.00	550.00	550.00	5,950.00
40010 - Impact Fees	50,000.00	58,992.80	58,992.80	-8,992.80
40011 - Returned Check Fees	525.00	0.00	0.00	525.00
40012 - Credit Card Fees	15,000.00	1,430.00	1,430.00	13,570.00
40013 - Miscellaneous Revenue	250.00	55.00	55.00	195.00
40015 - Penalties-Sewer	21,000.00	2,759.28	2,759.28	18,240.72
40017 - Hydrant Meter Rental Fee	3,500.00	0.00	0.00	3,500.00
40018 - Permit Fees	750.00	0.00	0.00	750.00
40019 - DAC Trash Coupons	600.00	70.00	70.00	530.00
40020 - Miscellaneous Revenue-Sewer	750.00	72.57	72.57	677.43
40025 - DAC Sewer Revenue	50,000.00	3,226.18	3,226.18	46,773.82
45000 - Tower Rent	5,250.00	500.00	500.00	4,750.00
45001 - Billing Adjustments-Water	0.00	-2,972.31	-2,972.31	2,972.31
45005 - Fiscal Agent Fees	52,500.00	4,747.21	4,747.21	47,752.79
45010 - Interest	500.00	48.83	48.83	451.17
45015 - Copy/Fax	100.00	11.00	11.00	89.00
45020 - Other Income	52,500.00	22.90	22.90	52,477.10
45025 - Contract Services	0.00	3,397.23	3,397.23	-3,397.23
45030 - Transfers In	525,000.00	0.00	0.00	525,000.00
49000 - Recovered Bad Debts	1,500.00	0.00	0.00	1,500.00
<b>Revenue Total:</b>	<b>4,883,225.00</b>	<b>470,930.34</b>	<b>470,930.34</b>	<b>4,412,294.66</b>
<b>Expense</b>				
60001 - Transfers to Reserves	0.00	210,000.00	210,000.00	-210,000.00
60005 - Accounting Fees	500.00	0.00	0.00	500.00
60010 - Audit	14,000.00	0.00	0.00	14,000.00
60020 - Bank Service Charges	35,000.00	3,576.90	3,576.90	31,423.10
60025 - Cash Short/Over	500.00	-146.39	-146.39	646.39
60026 - Computer Hardware	10,000.00	0.00	0.00	10,000.00
60030 - Dues and Subscriptions	3,250.00	50.00	50.00	3,200.00



60035 - Engineering Fees	60,000.00	0.00	0.00	60,000.00
60045 - Late Fees	500.00	81.79	81.79	418.21
60050 - Legal Fees	10,000.00	811.41	811.41	9,188.59
60055 - Legal Notices	500.00	55.70	55.70	444.30
60060 - Licenses & Fees	16,000.00	6,982.17	6,982.17	9,017.83
60065 - Meals	3,000.00	127.30	127.30	2,872.70
60075 - Permit Fees	10,000.00	0.00	0.00	10,000.00
60080 - Postage	3,250.00	51.38	51.38	3,198.62
60090 - Professional Fees-Other	20,000.00	0.00	0.00	20,000.00
60120 - Retirement Account Fees	20,000.00	5,342.85	5,342.85	14,657.15
60125 - Easements & Leases	10,000.00	0.00	0.00	10,000.00
60130 - Training	7,200.00	0.00	0.00	7,200.00
60140 - Travel:Airfare Per Diem	3,000.00	0.00	0.00	3,000.00
60150 - Travel:Lodging Per Diem	7,000.00	324.59	324.59	6,675.41
60155 - Travel:Meals Per Diem	2,000.00	183.10	183.10	1,816.90
60160 - Travel:Mileage/Parking Per Diem	500.00	0.00	0.00	500.00
60165 - Travel:Vehicle Rental Per Diem	1,500.00	0.00	0.00	1,500.00
60600 - Debit Service	515,000.00	18,394.06	18,394.06	496,605.94
60625 - Interest paid to NMED	15,000.00	0.00	0.00	15,000.00
60650 - Interest paid to NMFA	0.00	2,567.74	2,567.74	-2,567.74
60675 - Interest paid to USDA	270,000.00	26,889.19	26,889.19	243,110.81
63000 - Regular Pay	1,342,500.00	91,160.32	91,160.32	1,251,339.68
63001 - Overtime	46,225.00	5,814.19	5,814.19	40,410.81
63006 - Holiday Pay	80,000.00	5,558.08	5,558.08	74,441.92
63007 - Sick Pay	75,000.00	4,202.74	4,202.74	70,797.26
63008 - Annual Leave Pay	125,000.00	9,981.02	9,981.02	115,018.98
63010 - 401K 10% Company Contribution	5,250.00	0.00	0.00	5,250.00
63020 - 401K Employee Contribution	2,100.00	0.00	0.00	2,100.00
63040 - Administrative Labor	5,500.00	0.00	0.00	5,500.00
63070 - Employee Benefits-401K Contribution	190,000.00	3,311.66	3,311.66	186,688.34
63100 - Insurance-Dental	13,000.00	3,293.80	3,293.80	9,706.20
63110 - Insurance-Health	310,000.00	26,991.35	26,991.35	283,008.65
63115 - Salaries: Insurance - Work Comp	15,750.00	1,838.00	1,838.00	13,912.00
63125 - Insurance: Life & Disability	20,000.00	1,756.20	1,756.20	18,243.80
63130 - Mileage	1,500.00	467.67	467.67	1,032.33
63135 - Drug Testing	1,000.00	45.00	45.00	955.00
63160 - Payroll Taxes-Medicare	25,625.00	1,724.02	1,724.02	23,900.98
63170 - Payroll Taxes-Social Security	95,525.00	7,371.50	7,371.50	88,153.50
63180 - Payroll Taxes-State Unemployment	10,000.00	0.00	0.00	10,000.00
63195 - Taxes, Liability, Insurance: Cob	1,000.00	75.00	75.00	925.00
63200 - Vision Insurance	4,500.00	310.98	310.98	4,189.02
64100 - Sewer:DAC Waste Water Flow	52,500.00	4,913.62	4,913.62	47,586.38
64200 - Sewer:Electricity-Sewer	24,450.00	627.76	627.76	23,822.24
64300 - Sewer:Lab & Chemicals-Sewer	26,375.00	3,914.39	3,914.39	22,460.61

64500 - Sewer:Supplies & Materials	35,000.00	0.00	0.00	35,000.00
64501 - Pre Paid Tank Site Lease	2,000.00	0.00	0.00	2,000.00
65010 - Automobile Repairs & Maint.	65,000.00	10,183.36	10,183.36	54,816.64
65230 - Computer Maintenance	100,000.00	4,285.97	4,285.97	95,714.03
65240 - Equipment Rental	5,000.00	0.00	0.00	5,000.00
65250 - Fuel	100,000.00	11,118.75	11,118.75	88,881.25
65255 - GPS Insights Charges	7,500.00	0.00	0.00	7,500.00
65260 - Kitchen & Cleaning Supplies	1,000.00	0.00	0.00	1,000.00
65270 - Lab Chemicals-Water	5,500.00	169.61	169.61	5,330.39
65275 - SCADA Maintenance Fee	1,225.00	48.04	48.04	1,176.96
65276 - Test Equipment Calibration	2,500.00	0.00	0.00	2,500.00
65277 - Generator Maintenance Contract	4,500.00	1,745.22	1,745.22	2,754.78
65278 - Meter Testing/Repair/Replacement	10,000.00	0.00	0.00	10,000.00
65280 - Lab Chemicals-Water:Chemicals	50,000.00	4,919.05	4,919.05	45,080.95
65300 - Locates	4,000.00	753.00	753.00	3,247.00
65310 - Maint. & Repairs-Infrastructure	77,500.00	7.98	7.98	77,492.02
65320 - Maint. & Repairs-Office	27,500.00	850.00	850.00	26,650.00
65330 - Maintenance & Repairs-Other	195,000.00	3,949.67	3,949.67	191,050.33
65340 - Materials & Supplies	100,000.00	20,574.49	20,574.49	79,425.51
65345 - Non Inventory-Consumables	52,000.00	791.10	791.10	51,208.90
65350 - Office Supplies	15,000.00	2,137.13	2,137.13	12,862.87
65360 - Printing and Copying	60,000.00	6,022.10	6,022.10	53,977.90
65370 - Tool Furniture	15,000.00	1,003.25	1,003.25	13,996.75
65390 - Uniforms-Employee	18,000.00	1,918.63	1,918.63	16,081.37
65490 - Cell Phone	21,000.00	1,757.35	1,757.35	19,242.65
65500 - Electricity-Lighting	6,500.00	251.71	251.71	6,248.29
65510 - Electricity-Offices	15,000.00	837.74	837.74	14,162.26
65520 - Electricity-Wells	210,000.00	19,242.39	19,242.39	190,757.61
65530 - Garbage Service	3,500.00	270.55	270.55	3,229.45
65540 - Natural Gas	3,000.00	163.46	163.46	2,836.54
65550 - Security/Alarm	5,000.00	0.00	0.00	5,000.00
65560 - Telephone	25,000.00	1,899.39	1,899.39	23,100.61
65561 - Telstar Maintenance Contract	8,000.00	0.00	0.00	8,000.00
65570 - Wastewater	2,500.00	245.44	245.44	2,254.56
66200 - Insurance-General Liability	100,000.00	22,380.00	22,380.00	77,620.00
66700 - Water Conservation Fee	20,000.00	2,209.26	2,209.26	17,790.74
<b>Expense Total:</b>	<b>4,883,225.00</b>	<b>568,383.73</b>	<b>568,383.73</b>	<b>4,314,841.27</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>-97,453.39</b>	<b>-97,453.39</b>	<b>97,453.39</b>

**LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY  
PROJECTS REPORT – 8/16/2023**

**LRG-17-01 – Mesquite-Brazito Sewer Project 2 – Bohannan Huston, Inc./Smithco Construction – Construction Stage – USDA-RD LOC \$17,073,000 (\$6,189,000 Loan/\$8,030,000 Grant, \$2,854,000 additional grant)** –Work is ongoing in the Mintor area & Hwy 478. Project meeting was held 8/3/23. Estimate of Funds #8 and Requisition #6 are pending approval.

**LRG-11-05 – South Valley Water Supply & Treatment Project WTB #252 Planning USDA-RD Construction Funds– Bohannan Huston - Construction stage - \$1,174,00,000 RD Loan and \$4,629,000 Grant RD Funds:** Thirteen draws have been submitted for RD funds. Change Order #6 for fence modification, new valve & new batteries at tank site solar, new SCADA computer, replacement of the chlorine pump. Well pump/motor were returned to the manufacturer for inspection and will be replaced by the contractor.

**LRG-17-02 – Central Office Building – Wilson & Co. - DW-4213 \$3,586,286.00 - SAP 21-F2723-STB \$1,200,000:** Metal building panels were delayed but have been shipped, construction schedule is updated, and modular building is in fabrication. 26 DW Requisitions have been submitted and 8 SAP Requests for Payment. Next on-site progress meeting is set for 8/28/23.

**Forty-Year Water Plan – CE&M – complete – needs update for new mergers after Brazito combine & commingle:** Currently only includes the initial five systems. BHI will be submitting a proposed Task Order to

**LRG-13-03 – Valle Del Rio Water System Project – Construction Stage & Ph. II Design - \$1,197,708 DWSRLF funding - \$898,281 principal forgiveness – 299,427 loan repayment – Souder, Miller & Associates/Morrow Enterprises, Inc.:** Funding deadline was extended to 12/1/23, and we are still working with the engineer and contractor to get an affordable building for the new booster skid.

**Water Treatment – Move Deserts Sands Skid to VDR – Design & Construction - \$250,000 SAP 22-G2330-STB – SMA –** Engineering Agreement was approved and NOO issued on 2/9/23. DR #2 has been submitted. Design work is underway. Additional funding will be needed to get it set up onsite.

**LRG-17-03 –East Mesa Water System Improvements Project – NMFA 3803-PG & 3804-PG \$93,307, 4915-CIF \$207,608 Loan/\$39544 Grant/\$9,562 Match, 5535-CIF \$67,487 Loan incl. Match/\$269,910 Grant, DW-5631 \$1,338,660 Loan/\$2,788,875 Grant – Ph I Construction, Ph II Design –** Well is producing very low gpm and a Change Order has been issued to acidify it to see if that can be increased. 6 Requisitions have been submitted. Phase II easement work is proceeding and 10 Requisitions have been submitted.

**LRG-18-01 Ph. II – High Valley Water System Improvements Ph. II & III Project – NMFA 4916-CIF \$630,384 Grant, \$111,244 Loan – Design & Construction – Souder, Miller & Assoc. –** Substantial completion walk-thru was held on 4/5/23. Change Order No. 9 has been issued for additional work on the site work to include a concrete sidewalk around the new building, and excavation and rip rap on the pond, additional SCADA work for the generator/ATS and booster skid with additional time.

**LRG-18-02 – Stern Drive Waterline Extension Project – Design/Build – SMA - \$150,000 SAP - \$2,352,800 WTB** –WTB award letter has been received. NM OSE review of this application required an update of our Water Conservation Plan, and DB Stephens has completed and submitted that. This plan

needs to be updated again after the Rincon merger is complete and we have usage data for them. We have submitted documents requesting permission for additional indebtedness from USDA-RD.

**LRG-19-09 – S. Valley Service Area Line Extensions - SMA** – See the Stern Drive Project for information.

**LRG-23-01 – Water Asset Management Plan – BHI - PG-6037 – up to \$50k** – Planning Grant was awarded 1/26/23. BHI has set the project up on Tracker and Kathi and I have been uploading document. Kick off meeting was held 2/22/23. Met with AMP software companies on 4/13 & 4/14/23.

**LRG-23-02 – Wastewater Asset Management Plan – BHI - PG-6038 – up to \$50k** – Planning Grant was awarded 1/26/23. BHI has set the project up on Tracker and Kathi and I have been uploading document. Kick off meeting was held 2/22/23. Met with AMP software companies on 4/13 & 4/14/23.

**On-Call Engineering Services** – BHI has Task Orders for support for the Regional Project, BLM permit renewals, NM SLO and discharge permit renewals, subdivision reviews, and voting district and service area map updates. SMA has Task Orders for the Stern Drive Project and High Valley Project, and three new NM DOT permits.

### **Other projects:**

#### **NM 2023 Legislature:**

Legislative Report is final and available on the Directors Only page.

**Infrastructure Capital Improvements Plan 2025-2029:** Has been submitted to NM DFA.

**Reporting to Funding Agencies:** Quarterly CIF Reports were submitted for the 4<sup>th</sup> Quarter; SAP monthly reporting on Capital Outlay begins this month on the new website, and US Census Construction reporting is up to date.

**Documents Retention & Destruction** – Sorting of old association documents for storage or destruction is ongoing, and staff is implementing approved retention/destruction schedules for LRGPWWA documents. A bin has been sent out for shredding.

**Website and Email** – Notices and Minutes pages are up to date.

**Training** –Patty & I have not attended any training in the past month.

**Collection & Lien Procedures** - 309 first notifications, 306 certified letters have been sent and 131 liens have been filed to date. 53 liens have been released following payment in full of the account.

**Water Audits** – Water Audit Committee met for the 2022 audits on 3/28/23.

**Rate Study** –Public meetings tbd

**Cyber Security Assessment** – Our insurance company is requiring training for all employees on phishing & malware, Patty has administered the 2021 training for all employees.

**NM Board of Licensure for PEs & Surveyors** – 8/10/23, next PEC and full board on 8/11/23 in Albuquerque.

## **Lower Rio Grande PWWA**

### **Operators Report**

**August 16, 2023**

Backflow inspections are Current. (Mesquite District)

- For the month of July, we were issued 197 work and service orders.
- For the month of June, we were issued 201 work and service orders.
- For the month of July, we installed 6 new water service connections in the South Valley Area.
- In Rincon we had 1 service line breaks.
- For the Month of July, we installed 1 new water service at the East Mesa.
- We had three service line breaks at the East Mesa service area.
- We had 5 Main line water break in the South Valley area.
- We had a blockage with the force main from Brazito to Mesquite.
- The pump and motor at the Well #2 Easy lane Well went down and has been replaced, however our draw down is very low and the pump starts drawing air.

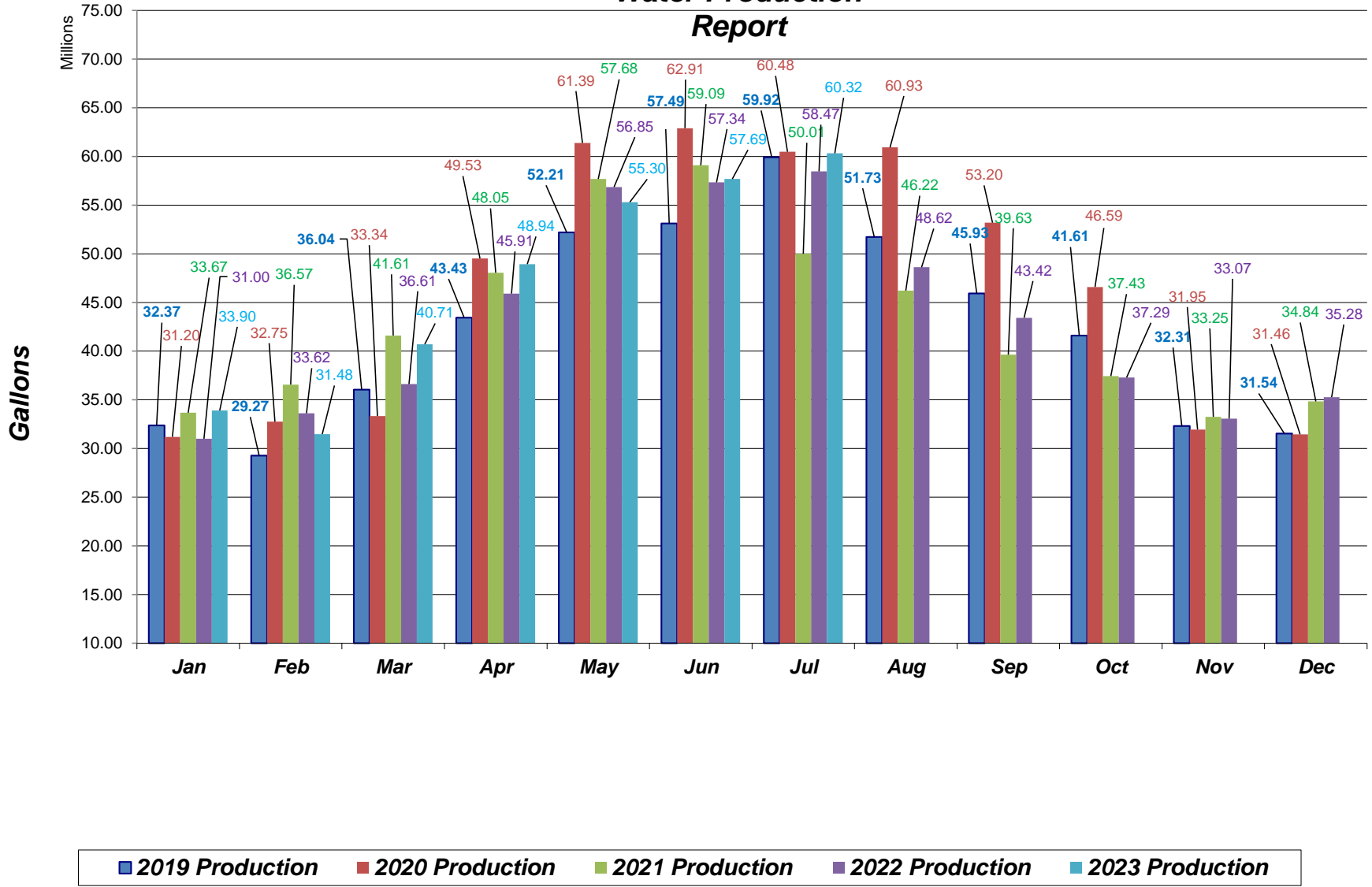
**NMED:** All of our Monthly Bac-T-Samples were taken for the month of July and all samples were negative.

**Mesquite and Organ Sewer Reports.** The Organ Pond's and Mesquite Wetland Wastewater reports were sent on February 1<sup>st</sup>. The Organ facility is due twice a year and the Mesquite Facility is due every Quarter the next one was sent on July 2023.

**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



**Lower Rio Grande Public Water Works Authority**

**Resolution No. FY2024-04**

**A RESOLUTION AUTHORIZING THE ASSIGNMENT OF AUTHORIZED OFFICER(S) AND AGENT(S)**

**Whereas**, the Governing Body of Lower Rio Grande PWWA of the State of New Mexico shall enter into a Loan Agreement with the State of New Mexico Environment Department, and

**Whereas**, the Agreement is identified as RIP 00024.

**NOW THEREFORE, BE IT RESOLVED** by the Lower Rio Grande PWWA that:

Espy Holguin, Board Chair, or James Cadena, Board Vice Chair, or their successors are authorized to sign the Agreement for this project, and

Martin G. Lopez, General Manager, or Karen Nichols, Projects Manager, or their successors is the AUTHORIZED OFFICER who is authorized to sign all other documents necessary to fulfill the Loan Agreement requirements (Project Description, Budget, Reimbursement Requests) and to act as the project contact (*may have more than one*), and

Martin G. Lopez, General Manager, or successor is the SIGNATORY AUTHORITY who is authorized to sign reimbursement requests only for this project.

**PASSED, APPROVED, AND ADOPTED:** August 16, 2023.

**Espy Holguin, Board Chair, Lower Rio Grande PWWA**

August 16, 2023

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**(Signature)**

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**Date**

**(SEAL)**

**ATTEST:**

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**(Glory Juarez, Secretary, Lower Rio Grande PWWA)**



**Name of Borrower: Lower Rio Grande PWWA Project Number: RIP 00024**

Loan Agreement			
Name	Espy Holguin	Name	James Cadena
Title	Board Chair	Title	Board Vice Chair
Signature		Signature	
Address	PO Box 2646	Address	PO Box 2646
	Anthony, NM 88021		Anthony, NM 88021
Email	<a href="mailto:Espy.holguin@lrgauthority.org">Espy.holguin@lrgauthority.org</a>	Email	<a href="mailto:James.cadena@lrgauthority.org">James.cadena@lrgauthority.org</a>
Phone		Phone	

All Other Documents			
Name	Martin G. Lopez	Name	Karen Nichols
Title	General Manager	Title	Projects Manager
Signature		Signature	
Address	PO Box 2646	Address	PO Box 2646
	Anthony, NM 88021		Anthony, NM 88021
Email	<a href="mailto:Martin.lopez@lrgauthority.org">Martin.lopez@lrgauthority.org</a>	Email	<a href="mailto:karen.nichols@LRGauthority.org">karen.nichols@LRGauthority.org</a>
Phone	(575) 571-3628	Phone	(575) 233 – 5742 ext. 1005

Disbursements Only			
Name	Martin G. Lopez	Name	
Title	General Manager	Title	
Signature		Signature	
Address	PO Box 2646	Address	
	Anthony, NM 88021		
Email	<a href="mailto:Martin.lopez@lrgauthority.org">Martin.lopez@lrgauthority.org</a>	Email	
Phone	(575) 571-3628	Phone	

**Current Authorized Signatures** (submit with Signature Resolution, update when necessary)



# LOWER RIO GRANDE

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## Public Water Works Authority

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P.O. Box 2646

Anthony, New Mexico 88021

(575) 233-5742

<https://LRGauthority.or>

### ACKNOWLEDGEMENT OF THE FY2022 AUDIT

**WHEREAS**, the Lower Rio Grande Public Water Works Authority is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 20xx; and,

**WHEREAS**, the Lower Rio Grande Public Water Works Authority Board of Directors has directed the accomplishment of the audit for FY2022 be completed; and,

**WHEREAS**, this audit has been completed and presented to the Lower Rio Grande Public Water Works Authority Board of Directors per the January 10, 2023 Letter from the Statue Auditor authorizing release of the FY2022 audit.

**WHEREAS**, NMAC 2.2.2.10 (M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;" and,

**NOW THEREFORE, BE IT RESOLVED**, that the Lower Rio Grande Public Water Works Authority Board of Directors does hereby accept and approve the completed audit report and findings as indicated within this document.

**ACCEPTED AND APPROVED** this 16<sup>th</sup> day of August, 2023 in regular session by the Lower Rio Grande Public Water Works Authority Board of Directors, at La Mesa, Doña County, New Mexico.

\_\_\_\_\_  
ESPERANZA HOLGUIN, CHAIR

\_\_\_\_\_  
JAMES CADENA, VICE-CHAIR

\_\_\_\_\_  
ENRIQUE FRANCO, DIRECTOR

\_\_\_\_\_  
GLORY JUAREZ, SECRETARY

ATTEST BY:

\_\_\_\_\_  
GLORY JUAREZ, SECRETARY



**New Mexico**  
**Department of Finance**  
**and Administration**

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Governor Michelle Lujan Grisham**  
**Cabinet Secretary Wayne Propst**

**Local Government Division**  
Wesley Billingsley, Division Director

July 27, 2023

Esperanza Holguin,  
Chairman  
Lower Rio Grande Public Water Works Authority  
325 Holguin Road  
Vado, New Mexico 88072

Dear Mr. McMullan:

The Department of Finance and Administration (DFA), Local Government Division (LGD) has completed a preliminary review of your published audit report for Fiscal Year 2022 (FY22). Based on the review, in order for LGD to obtain the most concise financial status of your special district, the following items are required:

1. Copy of the governing body approved resolution acknowledging the FY22 audit findings and accepting management's responses for correcting the findings.

We ask that you submit the information requested above within the two weeks from the date of this letter.

Additionally, further information may be required upon LGD receipt and review of your entity's final budget documentation for FY 2023-2024.

If you have any questions regarding this matter, please call Jeanell Sanchez of my staff at 505-477-1151 or via email [Jeanell.Sanchez@dfa.nm.gov](mailto:Jeanell.Sanchez@dfa.nm.gov).

Sincerely,

*Cordelia Chavez*

Cordelia Chavez, Budget & Finance Bureau Chief  
Local Government Division

xc: Alanna Goodman, Office of the State Auditor  
[alanna.goodman@osa.state.nm.us](mailto:alanna.goodman@osa.state.nm.us)  
File

RESOLUTION NO. FY2024-06

APPROVING PARTICIPATION IN THE PROGRAM OF THE  
SOUTH CENTRAL COUNCIL OF GOVERNMENTS, INC.  
FOR FISCAL YEAR 2023-2024

WHEREAS, Lower Rio Grande PWWA (herein-after known as the “Member”), desires to be a participating member in the program and policy development for the South Central Council of Governments, Inc. (hereinafter known as “SCCOG”); and

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the SCCOG for the Member be entered into, wherewith the SCCOG is agreeing to furnish the following:

- A. Implement the work program as established by the SCCOG Board of Directors for the 2023-2024 Fiscal Year.
- B. Provide the Member, when requested, with technical, grant program planning, economic development, strategic overall planning and management assistance.
- C. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- D. Provide information dissemination about statewide regional and community initiatives to foster greater coordination and efficiency of the programs.

WHEREAS, it is necessary to set forth the sum to be paid by the Member to the SCCOG as annual dues, thereby placing the Member with voting powers on the SCCOG Board of Directors, with an agreement to furnish the following:

- A. To participate, through their designated representatives or alternate, in the SCCOG’s policy development process by attending meetings, helping formulate the annual work program, reviewing the SCCOG Goals and Objectives, and the District Comprehensive Economic Development Strategy (CEDS).
- B. To pay to the SCCOG the sum of \$500.00 annual membership dues as payment of the aforementioned services for the period beginning July 1, 2023 and ending June 30, 2024.
- C. The Member hereby appoints \_\_\_\_\_, as their designated representative and \_\_\_\_\_ as alternate.

NOW THEREFORE, BE IT RESOLVED THAT the Member and the SCCOG hereby mutually agree to the aforementioned provisions of this Resolution and Agreement.

DONE this 16th day of August, 2023 at La Mesa, New Mexico.

Attestation:

Lower Rio Grande Public Water Works Authority

\_\_\_\_\_  
Glory Juarez, Secretary

\_\_\_\_\_  
Esperanza Holguin, Chair

Attest :

South Central Council of Governments, Inc.

\_\_\_\_\_  
Jay Armijo, Executive Director

\_\_\_\_\_  
Chairwoman, Nora Barraza