

Camino Real Regional Utility Authority
City of Sunland Park/Dona Ana County Joint Utility Authority
Gadsden Independent School District- Board Room
4950 McNutt Rd, Sunland Park, New Mexico 88063
Monday July 22, 2019
5:30 p.m.

MINUTES

A Regular Meeting of the Camino Real Regional Utility Authority was held on Monday, July 22, 2019 at 5:35 p.m. at the Gadsden Independent School District-Board Room at 4950 McNutt Road in Sunland Park, New Mexico 88063.

PRESENT

Chair Mayor Javier Perea
Vice-Chair Commissioner Isabella Solis
Commissioner Ramon Gonzalez
Mr. Gerardo Ibarra
Mr. Alex Sierra
Councilor Olga Nunez (arrived at 5:34 pm)
Mr. Joshua Orozco

ALSO PRESENT

Mr. Brent Westmoreland, CRRUA Executive Director
Ms. Liliana Arevalo, CRRUA Office Manager
Mr. Eric Lopez, Bridel Facility Ops
Ms. Mary De Avila, CRRUA Administrative Assistant
Mr. Ernie Carranza, CRRUA Water Lead
Dr. Letty Mora, Psychologist Services and Translation/Interpretation Services
Mr. Joshua Orozco
Mr. Rafael Leos, SCSWA
Mr. Gerald Smola, Camino Real Media Services
Ms. Marisela Villanueva, Camino Real Media Services

1. CALL TO ORDER

Chair Mayor Javier Perea called the meeting to order at 5:35 pm.

2. PLEDGE OF ALLEGIANCE

Chair Mayor Javier Perea led the audience in the pledge of allegiance.

3. ROLL CALL

Ms. Mary De Avila, Administrative Assistant called roll call. A quorum was present.

4. CHANGES TO THE AGENDA

Vice-Chair Commissioner Isabella Solis moved to approve the agenda; the motion was seconded by Commissioner Ramon Gonzalez. The motion carried a 5-0 vote.

5. APPROVE MINUTES

A. June 10, 2019

Commissioner Ramon Gonzalez moved to approve the minutes for June 10, 2019; the motion was seconded by Mr. Gerardo Ibarra. The motion carried a 5-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Alex Sierra	aye

6. PUBLIC COMMENTS: Limited to 3 minutes per person.

None

7. STAFF COMMENTS

Mr. Brent Westmoreland, CRRUA Executive Director informed the board members that they had three presentations from three different online and credit card payment companies. Currently they are reviewing the proposals looking for the company that best fits CRRUA and their customers. He also stated that he will present the chosen company to the board by August together with the online and credit card payment information and how it's going to work.

8. BOARD COMMENTS

Vice-Chair Commissioner Isabella Solis asked if they could number the pages in the CRRUA meeting Packets.

Mr. Brent Westmoreland, CRRUA Executive Director replied "yes".

Vice-Chair Commissioner Isabella Solis informed the board members that there were some comments made in the last Solid Waste Authority meeting and that she did not know since that board is going to meet until October if CRRUA needs to have a special meeting in regards to the comments and the thoughts .

Mr. Brent Westmoreland informed Vice-Chair Commissioner Isabella Solis that the CRRUA board can call a meeting anytime, they don't need to wait until the scheduled regular meeting. He also stated that CRRUA was having some software problems generating reports that South Central Solid Waste Authority would like to see but we are working on fixing the issue.

Vice-Chair Commissioner Isabella Solis asked Mr. Brent Westmoreland for a report that shows his priorities, time lines and vision for CRRUA and us as a board, it is important that we provide what Mr. Westmoreland needs to run this organization. I understand that most of us are members of other boards and that we have a lot of responsibilities but it's very important to get engaged with what we are doing with CRRUA and the community.

Councilor Olga Nunez asked Mr. Westmoreland if they could sit down and discuss options for the small businesses in Sunland Park because she was getting calls and emails by their owners. She asked if they could also revisit the first small business rate study and asked what other studies can be made.

Mr. Westmoreland stated that I could visit with CDM Smith, CRRUA consultant engineers and ask them to generate some ideas and concepts however; they will not be to unlike what EPA and NAD bank paid to have done for CRRUA but they might be able to approach it from a different direction.

He stated that he thinks he recently sent a comparison of New Mexico wide utility's water and wastewater rates and that he will forward the comparison to the rest of the board members. This will give us a snapshot of where we are in relation to some of the areas in utilities in New Mexico. He

asked the board for directions on to move forward with CDM Smith small business rate projection. Chair Mayor Javier Perea asked Mr. Westmoreland to move ahead.

Mr. Westmoreland stated that he would bring CDM Smith's study to the August or September CRRUA meeting.

Councilor Olga Nunez asked Mr. Westmoreland if they had a water line break on Friday.

Mr. Westmoreland replied "yes".

Councilor Olga Nunez asked if CRRUA had looked in to a way to notify business and customers.

Mr. Westmoreland replied that the brochure he had put on the board members desk was going to be used to notify customers on scheduled water outage. Unfortunately, what took place Friday on McNutt Rd. and Anapra Rd. it was unscheduled it was an urgent/emergency scenario. We did reach out to your cell phone, the Mayor and Hector in case the people would contact you. We were out there all night until the water was back up at 4:30 am. By the time, we opened McNutt it was 6:30 or 7:00. It was a big situation there we had the City of Sunland Park and City of El Paso Police helping lock up McNutt Rd. He also added that it is very difficult to notify customers in situations like that but they do every effort they can.

Councilor Olga Nunez asked if the fire hydrants that were not working got repaired.

Mr. Westmoreland stated that CRRUA would be moving some fire hydrant along 1st thru 5th due to the repaving project and will reinstall the hydrants and inspect assuring they are working properly. He also stated that CRRUA is working together with the fire department in addressing nonworking fire hydrants and new sites where a fire hydrant is needed.

9. PRESENTATIONS & REPORTS

A. MONTHLY REPORTS & ANNOUNCEMENTS

1. Eric Lopez, Bridel Facility Operations presented to the board members the June 2019 operations monthly reports of the CRRUA water and wastewater system.

Chair Mayor Javier Perea asked Mr. Eric Lopez if he could provide five years of water well production information for comparison on the next CRRUA meeting report.

10. ACTION ITEMS

A. CONSIDER AND TAKE ACTION ON THE APPOINTMENT OF THE BOARD MEMBER AT LARGE POSITION ON THE CAMINO REAL REGIONAL UTILITY AUTHORITY BOARD

The Camino Real Regional Utility Authority board members agreed on a ballot. Mr. Brent Westmoreland, CRRUA Executive Director, picked up the ballots from the board members and had Ms. Mary De Avila, CRRUA Administrative Assistant, count the votes. Ms. Mary De Avila informed the board members that there were four votes cast for Mr. Joshua Orozco and two for Mr. Mel Acosta.

Vice-Chair Commissioner Isabella Solis moved to approve Mr. Joshua Orozco as the Camino Real Regional Utility Authority board member at large; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye

Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

B. APPROVE RESOLUTION ADOPTING THE FY20 CRRUA BUDGET

Vice-Chair Commissioner Isabella Solis moved to approve; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

BOARD COMMENTS ON ITEM 10B

Vice-Chair Commissioner Isabella Solis asked if CRRUA applies for grants.

Mr. Brent Westmoreland, CRRUA Executive Director replied yes and informed the board members that he had received a notice from Colonias that morning informing him that they will be granting an additional \$550,000 for this next fiscal year. This funds are for upgrades at the Sunland Park wastewater facility.

Mr. Joshua Orozco asked Mr. Westmoreland that when he presents the revision to the board he would like to see where our turning point is because they are drawn quickly on the reserves and that is one of his concerns. He asked Mr. Westmoreland to have some ideas on how to stop losing money before they become financially disabled.

Chair Mayor Javier Perea asked to include a program for the next four years on the next presentation.

Mr. Brent Westmoreland stated that CRRUA had not sold/reserved any water rights in the last three years. In the next year there will be a significant purchase for various subdivisions that are proposed and that is a onetime money that will go toward the reserves. CRRUA biggest asset is its water rights in his point of view. To put the debt in prospective you have to look at the overall picture and I will try to include this in my vision report. He also included that he was going to talk to Ms. Liliana Arevalo, CRRUA Office Manager and the Dona Ana County finance department in regards to that to get some projections.

Vice-Chair Commissioner Isabella Solis asked to include in the projection the increase and decrease of population.

Mr. Alex Sierra asked if the conflicts were on the emergency repairs that had to be made. Mr. Brent Westmoreland stated that CRRUA had significant capital expenditures as a result of the highway projects from Sunland Park up to the West Mesa, Pete Domenici where CRRUA had to relocated water lines to accommodate the expansion of the road, construction project. These projects are ending this next fiscal year.

Commissioner Ramon Gonzalez asked that in regards to water and wastewater maintenance, which one causes more problems.

Mr. Brent Westmoreland stated that it varies but he would say the wastewater side because some facilities are old & deteriorated and the waterside is just a matter of upgrading.

Commissioner Ramon Gonzalez asked that in the near future how much money would be put in the wastewater side over the water side.

Mr. Brent Westmoreland stated that just in their grant applications, if they are successful, they are looking in the next five years at about 5 million dollars in to the wastewater improvements and expansions. That is not counting phase 2 of the North plant that will be about 8 million dollars and we will be going back to BACC and EPA for the majority of that with whatever local match necessary.

Commissioner Ramon Gonzalez asked if CRRUA was anticipating and going out for bonds.

Mr. Brent Westmoreland stated that CRRUA is paying off bonds that were inherited from the City of Sunland Park and Dona Ana County.

Commissioner Ramon Gonzalez asked for the interest rate on the bonds.

Mr. Brent Westmoreland stated that the last bond refinancing that this board approved was about 3%.

Commissioner Ramon Gonzalez asked if we were going to be reaching capital outlay construction.

Mr. Brent Westmoreland replied yes and informed Commissioner Gonzalez that one of the agenda items coming up was the approval of the ICIP. That is the tool, we use in applying for grants and funding in the State of New Mexico.

C. APPROVE RFP AWARD 19-0039 TO SMITHCO CONSTRUCTION, INC. FOR WELL 14 EQUIPMENT & COLLECTOR PIPELINE PROJECT AND AUTHORIZE SIGNATORY AUTHORITY OVER THE RELATED CONTRACT DOCUMENTS, AMENDMENTS, AND CHANGE ORDERS TO THE EXECUTIVE DIRECTOR

Mr. Joshua Orozco moved to approve; the motion was seconded by Commissioner Ramon Gonzalez. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

D. APPROVE RFP AWARD 19-0037 TO BRIDEL FACILITY OPS FOR WATER AND WASTEWATER OPERATIONS SERVICES AND AUTHORIZE SIGNATORY AUTHORITY OVER THE RELATED CONTRACT DOCUMENTS, AMENDMENTS, AND CHANGE ORDERS TO THE EXECUTIVE DIRECTOR

Mr. Joshua Orozco moved to approve; the motion was seconded by Commissioner Ramon Gonzalez. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye

Councilor Olga Nunez

aye

E. DISCUSSION AND RANKING OF CRRUA PROJECTS TO BE LISTED ON THE 2021-2025 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) AND ADOPTION OF 2021-2025 ICIP RESOLUTION

Vice-Chair Commissioner Isabella Solis moved to approve; the motion was seconded by Mr. Joshua Orozco. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

BOARD COMMENTS ON ITEM 10E

Mr. Joshua Orozco asked that with each of these projects would they increase revenues. Mr. Brent Westmoreland replied that he did not see any of the projects listed increase revenues. This is to improve our efficiently and reduced the cost of maintenance and operations, so to that end it has a positive impact to our budget.

Mr. Joshua Orozco asked if CRRUA already has funds to do some if not all of the list of self-funded CRRUA projects.

Mr. Brent Westmoreland replied that what CRRUA is proposing is the combination of capital outlay from the budget and or participation by the proposed developer.

F. APPROVE RESOLUTION TO ENTER INTO A GRANT AGREEMENT WITH THE DEPARTMENT OF FINANCE AND ADMINISTRATION, STATE OF NEW MEXICO, LOCAL GOVERNMENT DIVISION, FUND 931000 CAPITAL APPROPRIATION PROJECT AND DELEGATE SIGNATURE AND ADMINISTRATIVE AUTHORITY TO THE EXECUTIVE DIRECTOR

Commissioner Ramon Gonzalez moved to approve; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

G. CRRUA 2019 UNREPRESENTED PAY SCALE/RANGES PROPOSAL

Vice-Chair Commissioner Isabella Solis moved to approve; the motion was seconded by Mr. Joshua Orozco. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye

Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

BOARD COMMENTS ON ITEM 10G

Commissioner Ramon Gonzalez asked if this was going to be for the administrative salaries.

Mr. Brent Westmoreland replied yes it is for everyone.

Commissioner Ramon Gonzalez asked how many classified employees does CRRUA have. Mr. Brent Westmoreland replied 20 employees.

Commissioner Ramon Gonzalez asked how many employees are under contract.

Mr. Brent Westmoreland replied just me.

Commissioner Ramon Gonzalez asked how your overtime salaries work.

Mr. Brent Westmoreland replied field operations overtime is time and a half and the office staff gets comp-time at time and a half.

Mr. Gerardo Ibarra asked why the difference.

Mr. Brent Westmoreland replied that he could not answer that but he will get together with HR and ask why was it establish that way.

Councilor Olga Nunez asked if the 9% increase was getting retroactive because the meeting was reschedule.

Mr. Brent Westmoreland thanked Councilor Nunez for bringing this up and stated that this was important to note in the motion, retroactive to the first pay period in July since the board voted the increase in July.

Commissioner Ramon Gonzalez asked why the 9% is that cost of living.

Mr. Brent Westmoreland stated that the 9% was the cost of living for the past three years. The last cost of living increase was done back on 2016.

H. APPROVE 2019 FINAL QURATER FINANCIAL REPORT AND RESOLUTION

Commissioner Ramon Gonzalez moved to approve; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

11. CLOSED SESSION

A. BOARD MAY WILL CONVENE IN CLOSED SESSION TO DISCUSS A PERSONNEL MATTER REGARDING EXECUTIVE DIRECTOR AS AUTHORIZED BY THE OPEN MEETING ACT, NMSA 1978,10-15-1 (H)(2)

Vice-Chair Commissioner Isabella Solis moved to approve; the motion was seconded by

Commissioner Ramon Gonzalez. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye
Councilor Olga Nunez	aye

12. OPEN SESSION

A. THE BOARD MAY CONVENE IN OPEN SESSION TO TAKE ACTION, IF ANY, ON THE CLOSED SESSION ITEM.

Chair Mayor Javier Perea stated for the records that no subject were discussed in closed session other than the matter that was announced.

All board members agreed to go back in open session.

13. ADJOURNMENT

Chair Mayor Javier Perea moved to adjourn the Camino Real Regional Utility Authority meeting.

The meeting adjourned at 7:09 p.m.

APPROVED AND ADOPTED on this 9 day of Sept, 2019.

CAMINO REAL REGIONAL UTILITY AUTHORITY

Absent

Javier Perea, Chair

Isabella Solis

Isabella Solis, Vice-Chair

Alex Sierra

Alex Sierra Delegate of State Senator Joseph Cervantes,
Board Member

[Signature]

Joshua Orozco, Board Member



Ramon Gonzalez, Board Member

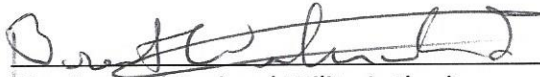


Gerardo Ibarra Delegate of State Representative Ray Lara,
Board Member



Olga Nunez, Board Member

ATTEST:



Camino Real Regional Utility Authority