

**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**

**Special Meeting On-Line**

**June 22, 2020**

**5:30 pm**

**MINUTES**

A Special Meeting of the Camino Real Regional Utility Authority was held on Monday, June 22, 2020 at 5:38 p.m. On-Line at 4950 McNutt Road in Sunland Park, New Mexico 88063.

**PRESENT**

Chair Councilor Olga Nunez

Vice-Chair Commissioner Ramon Gonzalez

Councilor Alberto Jaramillo

Commissioner Manuel Sanchez (present at 5:56)

Mr. Alex Sierra

Mr. Joshua Orozco

State Representative Ray Lara

**ALSO PRESENT**

Mr. Brent Westmoreland, CRRUA Executive Director

Ms. Liliana Arevalo, CRRUA Office Manager

Ms. Mary De Avila, CRRUA Administrative Assistant

Mr. Ernie Carranza, CRRUA Water Lead

Mr. Robert Fowlie, CDM Smith

Mr. Enrique Palomares, CRRUA Attorney

Dr. Letty Mora, Psychologist Services and Translation/Interpretation Services

Mr. Eric Lopez, Bridel Facility Ops

Mr. Gerald Smola, Camino Real Media Services

Mr. Cesar Escamilla, Empowerment Congress Dona Ana County

Ms. Daisy Maldonado

**1. CALL TO ORDER**

Chair Councilor Olga Nunez called the meeting to order at 5:38 pm.

**2. PLEDGE OF ALLEGIANCE**

None

**3. ROLL CALL**

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

**4. CHANGES TO THE AGENDA**

None

5. APPROVE MINUTES

A. APRIL 22, 2020 SPECIAL MEETING

Vice-Chair Commissioner Ramon Gonzalez moved to approve the minutes for April 22, 2020; the motion was seconded by Mr. Joshua Orozco. The motion carried a 5-0 vote.

Chair Councilor Olga Nunez	aye
Vice-Chair Commissioner Ramon Gonzalez	aye
Councilor Alberto Jaramillo	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

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

Mr. Jaime Soledad with his address at 204 Neches, Sunland Park complained in Spanish about his water bill. He stated that in November 2019 his water bill was for \$400.00, then he received another bill for \$600.00 and now his water bill is \$930.00. He stated that they told him at CRRUA that his bill was going to be adjusted but ever since November no adjustments have been done and now he owes \$930.00. They also told me that I had a leak but I already fixed it. My water bill continues to be Outrageous and no adjustments have been done to the account.

Chair Councilor Olga Nunez informed Mr. Soledad that under board comments she would bring up his case and will get him more information on his account.

Mr. Jaime Soledad stated that he needs to know how much he owes after his adjustments so he can start paying.

7. STAFF COMMENTS & ANNOUNCEMENTS

None

8. BOARD COMMENTS

Chair Councilor Olga Nunez asked what the number is for CRRUA's Hot Line.

Mr. Ernie Carranza, CRRUA Water Lead stated that the emergency contact numbers are (575) 332-1076 and (575) 202-7173

Mr. Brent Westmoreland, CRRUA Executive Director stated that those are the numbers that customers can call after CRRUA's normal working hours for emergency issues as line breaks, broken pipes, sewer problems etc. He stated that CRRUA's Hot Line is still in process.

Chair Councilor Olga Nunez asked for the status of Mr. Quintanilla's complaint.

Mr. Brent Westmoreland stated that they have taken multiple steps and is getting ready to email Mr. Quintanilla to ask him if things have improved. He added that Mr. Quintanilla has not called so that makes him think that things have improved.

Chair Councilor Olga Nunez asked for Ms. Gilbert's issue status.

Mr. Brent Westmoreland stated that he would be discussing that under presentations and reports.

Chair Councilor Olga Nunez stated that she requested to put the leak policy on the Agenda because she has several customers complains. One is Mr. Soledad that brought his complain to me back in November 2019 and no follow up was done. We need to follow up with the customers in a timely manner. Mr. Soledad did fill an application after he fixed his leak for a bill adjustment but he did not get an answer in a timely fashion. He did not get credit for the late fees that he is getting charged due to the un-resolved issue. The late fees is not being reflected on the leak policy. I understand that

the leak policy reflect three months but again the time taken does not help and now with the pandemic it is being delayed even more. I do not understand the credit Mr. Soledad received because it is not crediting the late fees. I do not know who decides the amount of credit or how it is being calculated. Can I get an answer in a timely manner on this issue?

Mr. Brent Westmoreland stated that his water bill was reflecting several months of usage. The leak policy that the board passed and the time frame included is something that needs to be looked at. I would like for CRRUA Chair, CRRUA Office Manager, Bridel consultant, CDM Smith sit and visit on this and see what changes the board would consider to make on the leak policy. I will send out an email tomorrow to get a meeting scheduled.

Chair Councilor Olga Nunez asked for the status on her mother's bill.

Mr. Brent Westmoreland stated that it is going to be taken care off internally and will have a response by Wednesday.

Mr. Eric Lopez, Bridel Facility Ops stated that when he visited Mr. Soledad's house there was a 10 gallon per minute leak that means that in a 31 day month it would be an approximately 7440 gallons just leak not used. As COVID-19 dies off we can go out and audit but as of now I do not want to put no one at risk.

Chair Councilor Olga Nunez stated that she also wants to look over on how this is impacting the residents of Sunland Park.

## 9. PRESENTATIONS & REPORTS

### A. MONTHLY REPORTS & ANNOUNCEMENTS

#### 1. WASTEWATER ADJUSTMENT BRIEFING

Mr. Brent Westmoreland, CRRUA Executive Director stated that this relates to Ms. Gilbert's issue as he discussed with Chair Councilor Olga Nunez previously. He stated that talking to the CRRUA legal team they determined that they did not need to do any changes to the existing resolution in order for him to do an adjustment to a wastewater bill. Ms. Gilbert's bill is unreasonably high as a result of having a water leak during one or more of the three low water use months by which the bill is calculated from and there for the customer is subject to for the following year. Therefore, what I need to inform the board is that I do have that ability with in the confines of the existing resolution passed by this board and will implemented as such. Mr. Westmoreland asked Mr. Enrique Palomares, CRRUA Attorney if there was anything that he wanted to add. Mr. Enrique Palomares, CRRUA Attorney replied no.

#### 2. BRIDEL FACILITY MONTHLY REPORT FOR THE MONTHS OF MARCH 2020, APRIL 2020 AND MAY 2020.

Eric Lopez, Bridel Facility Operations presented to the board members the March 2020, April 2020 and May 2020 operations monthly reports of the CRRUA water and wastewater system.

## 10. DISCUSSION/ACTION ITEMS

### A. APPROVAL OF WAIVER FOR LATE FEES CHARGED DURING THE COVID-19 PANDEMIC FOR THE MONTHS OF APRIL 2020, MAY 2020 AND JUNE2020.

Vice-Chair Commissioner Ramon Gonzalez moved to approve; the motion was seconded by Mr. Joshua Orozco. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Vice-Chair Commissioner Ramon Gonzalez	aye
Commissioner Manuel Sanchez	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye
Representative Ray Lara	aye

#### BOARD COMMENTS ON ITEM 10A

Representative Ray Lara asked Mr. Brent Westmoreland, CRRUA Executive Director that if CRRUA was going to follow the Governor's guide lines on when the restriction would be lifted.

Mr. Brent Westmoreland, CRRUA Executive Director replied yes and if the restriction continues we can bring this item back on the next meeting for additional approval. Commissioner Manuel Sanchez asked if it would be easier to tie this with the Governor's orders so that they don't have to bring item back for reapproving .

Mr. Enrique Palomares, CRRUA Attorney replied yes that can be possible. We can extended until the emergency is declare terminated. When the motion is made just be sure to indicate the months that is being extended. However, you might consider keeping it this way and bring item back so that the board can look at the months the fee was waived in a presentation.

Chair Councilor Olga Nunez asked if they needed to make an amendment or vote on the item as is.

Mr. Brent Westmoreland stated that if desire yes they can amend the motion. We will be having a meeting in July and how the Governor's orders are progressing we could move along.

Representative Ray Lara stated that he would like to amend the motion to extend the waiver of late fees up until the next July meeting.

Chair Councilor Olga Nunez asked Mr. Enrique Palomares if it would be approval of waiver for late fees charge during the COVID-19 pandemic for the months of April, May, June and July.

Mr. Enrique Palomares replied that is correct but you really don't need the amendment that was offered you only need to approve adding the month of July 2020.

Representative Ray Lara stated that because he is requesting to add the month of July 2020 there needs to be an amendment.

Mr. Joshua Orozco second the amendment.

Mr. Enrique Palomares apologized and stated that what he understood was July 1, 2020 to cover the whole month of June but that if it was for the whole month of July 2020 yes they need an amendment.

Mr. Brent Westmoreland stated that he would like the board to know the fiscal impact will be an average of \$9,500.00 per month. A negative impact to CRRUA per month.

Representative Ray Lara asked when in July would the next meeting be.

Mr. Brent Westmoreland replied that the date is still to be determine but he is looking at July 20, 2020.

Representative Ray Lara stated that when he did the motion to amend it was to keep this on the book until they meet again in July. He also stated that by breaking up the weeks

this way it would cause an inconvenience and throw off the numbers .

Mr. Brent Westmoreland replied yes Sir it will.

Representative Ray Lara stated that with Chair Councilor Olga Nunez permission he would like to amend his motion to the end of June 2020.

Chair Councilor Olga Nunez replied that means we are keeping it as is.

Representative Ray Lara replied yes.

Mr. Brent Westmoreland stated that was a reasonable approach from Representative Lara. If the Governor began to raise the restrictions in June than we are good to go for July. If for some reason, they continue we will get ratification from the board in July's meeting.

**B. PRESENTATION, DISCUSSION AND APPROVAL THE BUDGET FOR FISCAL YEAR 2020-2021.**

Mr. Joshua Orozco moved to approve; the motion was seconded by Mr. Alex Sierra. The motion carried 7-0 vote.

Chair Councilor Olga Nunez	aye
Vice-Chair Commissioner Ramon Gonzalez	aye
Commissioner Manuel Sanchez	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye
Councilor Alberto Jaramillo	aye
Representative Ray Lara	aye

**BOARD COMMENTS ON ITEM 10B**

Representative Ray Lara asked if CRRUA was having disconnections and not charging the disconnection fee or if they were not having disconnections at all at this time.

Ms. Liliana Arevalo, CRRUA Office Manager replied that as of March no disconnections have been done. In the past if the customer was disconnected we would give them the option of paying their full balance and we would waive the disconnection fee.

Chair Councilor Olga Nunez asked Ms. Liliana Arevalo if the office cleaning expense was going to be split with Gadsden.

Ms. Liliana Arevalo replied that the CRRUA office is separate from Gadsden.

Chair Councilor Olga Nunez asked what happened to customers if they want to use the restrooms.

Ms. Liliana Arevalo replied that unfortunately we do not have public access to the Restrooms because we are in a lobby where the Gadsden superintendent office is which is closed off and it require a pass security code to come back out. When a customer ask us for the restroom we send them to Gadsden.

Chair Councilor Olga Nunez asked if Ms. Arevalo had an idea of how many hours would they take to clean the office.

Ms. Liliana Arevalo replied that the cost, which is \$145.00, was per visit not by hour.

Representative Ray Lara thanked Ms. Liliana Arevalo for the presentation and asked Mr. Brent Westmoreland, CRRUA Executive Director if they had already conducted a stress test on the finances to see the impact on the agency if the pandemic continued.

Ms. Liliana Arevalo replied that she keeps track of the revenues and had seen a down trend. This is a combination of the economic situation we are living in and the fact that we are not doing disconnections.

Representative Ray Lara asked Chair Councilor Olga Nunez if she would consider doing a stress test to see the percentage of the reserves that we would need to have to continue operations.

Ms. Liliana Arevalo replied that she will analyze it before the final adoption of the budget and have an answer for the board on the next meeting.

Representative Ray Lara stated that he appreciated the effort taken to disinfect the office and he thinks that is very important to do now and are they going to provide a PPE to the employees.

Ms. Liliana Arevalo replied definitely yes.

Representative Ray Lara stated that on page 16 there is a note that reads CRRUA has a high personnel turnover ratio, can that money be used on other budget line items.

Ms. Liliana Arevalo replied yes it could.

Representative Ray Lara asked why they have such a high turnover.

Mr. Brent Westmoreland, CRRUA Executive Director replied that workforce in New Mexico State wide there is a shortage of water and wastewater operators. Often we get students from Dona Ana Branch but they get their experience and get to test up and move to other places where the pay is considerably higher losing them. We currently are advertising vacant positions and will be conducting interviews as the applicants apply and successfully make it to the interview level.

Mr. Eric Lopez, Bridel Facility Ops stated that one of the things that they have in the state of New Mexico at this current time is 50% retirement by the end of this year in water and wastewater operators. We have approximately 40 to 50 percent vacancies throughout the state. He stated that currently he has two water technology intern student training under Bridel Facility Operation. At the end of the year after they complete their college course have them move in to a position with CRRUA with all the experience that they need to be great value for CRRUA. One of the biggest problem that we have in the State of New Mexico is that we cannot compete with Arizona or Colorado. When you see an entry level position in Arizona is \$30.00 an hour and here is \$13.00 it's hard to compete against.

Representative Ray Lara stated that they need to sit down and think of some creative ways to recruit and retain those qualify individuals.

Mr. Joshua Orozco asked Ms. Liliana Arevalo if her wish list was already included in the Budget and that if she had a ranking for her list.

Ms. Liliana Arevalo replied no it is not included in the 2020-2021 budget. She also stated that if she would rank the items the first three would be the cleaning and disinfect the office, improvements to the lobby and cashier area, and the Colonias grant. This three are my priority the fourth one is the equipment. The positions we can do without them at the moment.

Mr. Joshua Orozco asked Ms. Liliana Arevalo what would determine getting this on the budget or not.

Ms. Liliana Arevalo replied revenue funds.

Chair Councilor Olga Nunez stated this is a preliminary budget but when is the budget due.

Ms. Liliana Arevalo replied that the budget needs to be approve no later than July 31, 2020.

Chair Councilor Olga Nunez stated that a couple of months ago she requested an Independent audit and she cannot find it in this preliminary budget. She was told that they needed to put money on the budget to cover the cost. She believe that it is very

necessary to do an independent audit. She has several account that she see things happening that she don't understand. We need an independent audit to audit every single system in CRRUA. We need to add this to this budget to get it done.

Ms. Liliana Arevalo asked what kind of audit is she needing because CRRUA has the external auditors that come to audit all CRRUA's receipts, cash and books.

Chair Councilor Olga Nunez replied that she wants to audit every single system in CRRUA because she has a bill were the person paid and still got charged.

Ms. Liliana Arevalo stated that she has a presentation that she would like to present eventually that show you how to read the bill.

Chair Councilor Olga Nunez replied that has nothing to do with reading the bill. We need and independent audit our residents need answers. She stated she needs to know how much an independent audit cost so the board can decide if they want to approve it because she deals with customers every single day. I have two customers that have paid their bill including my mother and the bill doesn't reflect the payment. She stated that she is getting calls from customers complaining about the customer service provided. Our number one thing is to provide the customers with good service. We need someone to do what Mr. Westmoreland is doing now when he has other duties to attend. The senior utility customer service clerk position is to promote someone from within when the job is not being done with the staff we have now. I want to see a position that would assist customers with their question, get them answers in a timely manner. I don't think we need an accounting position. Chair Councilor Olga Nunez asked if there is money to hire an office manager or public relations that would be able to take care of the customers respectfully. We need someone on board that can take care of the customers respectfully is this one of the eight positions that are vacant.

Ms. Liliana Arevalo stated they don't have such position on the table at the moment.

Chair Councilor Olga Nunez stated that for the past eight month the person helping her with the customers complains has been Mr. Westmoreland.

Ms. Liliana Arevalo stated that was the option that was taken.

Chair Councilor Olga Nunez asked if one of the positions vacant is for public relation to help with customer concerns on a timely manner and with respect.

Ms. Liliana Arevalo replied that they have utility customer service clerk, administrative assistant and the office manager.

Chair Councilor Olga Nunez asked who is the person responsible to address customer issues.

Ms. Liliana Arevalo replied all of us at the CRRUA office.

Chair Councilor Olga Nunez asked if there was no positon vacant for the person that would address customer concerns.

Ms. Liliana Arevalo replied that the position they have vacant was for a lead service utility clerk but basically it was another clerk. If I am understanding correctly you are asking for a person that is 100% there to attend the customer.

Chair Councilor Olga Nunez replied we need someone with some kind of authority because then we will have the customer being talked down to. We need someone to answer the telephone calls because I have call myself and I have gotten hang up or they don't answer and if they do answer they couldn't help me with my questions. I know that Vice-Chair Commissioner Ramon Gonzalez has experienced the same with customers complaining how they are being treated by the CRRUA office staff. I spoke about this with Mr. Cervantes. My biggest concern are the customers how can we approve the budget without putting money aside for that position. Our customers need to be served with

respect and have answers to their questions in a timely manner. I don't feel comfortable approving a budget that does not have this position added.

Ms. Liliana Arevalo replied that the position and job description needs to be created by Mr. Westmoreland and HR.

Vice-Chair Commissioner Ramon Gonzalez asked Mr. Brent Westmoreland, CRRUA Executive Director where could they find somebody to help CRRUA front desk employees with training on how to address the customers and be more proactive instead of hiring another person.

Mr. Brent Westmoreland, CRRUA Executive Director replied that when the pandemic is over and the HR department staff is back in the offices they will schedule training.

Vice-Chair Commissioner Ramon Gonzalez replied that CRRUA has to be in a high ranking organization so when people come and go they leave with that satisfaction because they were addressed with respect and professionalism and their issues solved. This is very important for the organization.

Chair Councilor Olga Nunez asked Mr. Brent Westmoreland if it is possible to get the job description done for the position she is requesting. The reason that I requested to have the meeting on Facebook is for CRRUA to be more transparent to the residents.

Mr. Alex Sierra stated that what is needed is a task force and address the issues that appear to come up again and again and identify what the problem is and then how to fix it. I don't think we need to fund the position out of revenues but just give a concentrated eye until we can discover what the actual issue is. Maybe if we can have one board member and one CRRUA clerk and look at the bills one by one until we can reach a solution.

Chair Councilor Olga Nunez asked what amount was put aside to address line breaks.

Ms. Liliana Arevalo replied for water line breaks \$400,000.00 and it's under the water funds under repair and maintenance.

Chair Councilor Olga Nunez asked if it was possible to get the CRRUA meeting packet with all presentations material added. She asked Ms. Liliana Arevalo that in her presentation she said she expected for the revenue to go down but that don't make sense to her if the customers are still paying their bills how can that be possible.

Ms. Liliana Arevalo replied that she based the information on what is collected not on what is billed. We do have a high number of customers that do not pay. For example some customers that are renting leave the property without paying their bill.

Councilor Alberto Jaramillo asked Representative Ray Lara is there any funding in the State of New Mexico or federal level to help CRRUA with their losses.

Representative Ray Lara replied that their budget is bind they had to cut down because of the pandemic and he was not sure on federal funding availability. He stated that maybe they need to sit with Mr. Westmoreland and discuss if there are any funding in the federal level that can help in this type of situations.

#### C. REVIEW OF RATE INCREASE

Mr. Robert Fowlie, CDM Smith stated that he was going to give the board members a quick presentation on the data analysis they did back on March 2020. Water revenues during the period of August 1, 2018 to February 28, 2020 and what he was trying to do is give the board a comparison of your water and wastewater revenues before the rate increase took effect and after the rate increase took effect. The presentation has no data clean up and is before the pandemic crisis. In Sunland Park, the customer count went from 5692 in 2019 to 5858 in 2020 that is 166 customer more in one-year water users.

The wastewater users increase 160 more customers from 2019 to 2020. The revenue that was billed, the water revenue increase 12% over that one-year period. Your biggest increase was in your industrial users. The wastewater increase 23% over that one-year period. With the COVID-19 pandemic things have changed. What he recommended is to monitor this over a one-year period to see what the change will be and do the comparison.

#### BOARD COMMENTS ON ITEM 10C

Representative Ray Lara stated that to be transparent they would need to put the presentation in Zoom.

Chair Councilor Olga Nunez asked if he knew the revenue impact.

Mr. Robert Fowlie, CDM Smith stated that on slide 4 of the presentation show the revenue impact in all the different rate classifications. The two numbers that they want to look at would be water total 12% increase and wastewater total 23% increase. The revenues have gone up.

Chair Councilor Olga Nunez stated that the wastewater is not making sense to her.

Mr. Brent Westmoreland, CRRUA Executive Director stated that based on Mr. Fowlie's numbers it might be at 100% but he does not remember when it was in active, he would need to go back and search.

Mr. Robert Fowlie, CDM Smith stated that what he recall is that when they increased the wastewater rate it was a higher increase in the wastewater side than it was in the water side and that could be the primary reason that they see a higher percentage on the wastewater than in water.

Chair Councilor Olga Nunez asked Mr. Westmoreland when the small business rate is going to be changed.

Mr. Brent Westmoreland stated that Mr. Robert Fowlie and he would need directions from the board on what they want to see done on that. The reason that the wastewater side has a higher percentage increase than water after the results of the rate study conducted by NADBank was the fact that the wastewater was exhibiting on the review of the budget was suffering more than the water side. The wastewater side needed additional funding and that was the decision from the board based on the recommendations given by Daniel B. Stephens & associates. If the board wants to see a proposed reduction on the rate please let me know.

Mr. Eric Lopez, Bridel Facility Operations stated that based on budget if you look at the end of the fiscal year 2020-2021 we are looking at a remainder of \$500,000.00. What EPA has stated after the study was that the increase was needed to stay in the black numbers rather than in the reds.

Mr. Robert Fowlie stated that one thing he would like to point out was that based on the data they looked at the revenue from the commercial business in Sunland Park have dropped by 15%. His guess was that is due by water conservation that was a secondary goal of the rate increase and the same thing happened in Santa Teresa.

Chair Councilor Olga Nunez asked how much was the residents paying for 7,000 gallons.

Ms. Liliana Arevalo, CRRUA Office Manager replied \$19.58 and now is 21.00.

Mr. Joshua Orozco thanked Ms. Liliana Arevalo for the slide provided and stated that he wanted to know how many of CRRUA customers were impacted and where. If he understands the slide correctly, the slide is showing that 90% of CRRUA customers are paying less than \$30.00 for water per month.

Ms. Liliana Arevalo replied that 72% of the residential customers are paying \$21.00 and this is for February's bill only.

Mr. Joshua Orozco stated that this information is telling him that they did the right thing with the residential rates. If a customer has an outrageous bill, it may be due to a leak and not to the rate.

Mr. Eric Lopez, Bridel Facility Operations stated that most of the water auditing he has done on outrageous bills are due to a water leak. One resident had an outrageous bill due to their two head shower system that was controlled by one valve. Irrigation systems also are creators of outrageous bills.

Chair Councilor Olga Nunez asked how the rate works for the small business.

Ms. Liliana Arevalo replied it is on usage base as well as residential.

Mr. Brent Westmoreland stated that it is based on consumption.

Chair Councilor Olga Nunez informed the board members and staff present that in the Facebook chat Ms. Daisy Maldonado is requesting a copy of the report posted in the website. I am not sure what report she is referring to.

Mr. Joshua Orozco stated that when he noticed the comment it was when Mr. Lopez was doing his monthly presentation.

Mr. Eric Lopez stated that maybe it was the CCR and that report will be posted this week.

Chair Councilor Olga Nunez asked if the meeting was available in Facebook.

Mr. Brent Westmoreland stated no Mam, CRRUA does not have a Facebook account.

Chair Councilor Olga Nunez stated that if they are going to continue to meet by Zoom it is in the best interest to create a Facebook account so that the meeting can be provided to the residents.

Mr. Brent Westmoreland replied that he will talk to the IT staff and will get it set for the next meeting.

Chair Councilor Olga Nunez asked Mr. Westmoreland when is going to be the next time they are going to talk about the budget.

Mr. Brent Westmoreland replied July 20, 2020, which is the date he is proposing the board members to have the next meeting.

Chair Councilor Olga Nunez stated that she wants to see the independent audit cost and put on the agenda for CRRUA board approval and also if possible the job description and position of the person that is going to handle customer inquiries.

Mr. Brent Westmoreland replied that the HR department is working from home but as soon as everything get back to normal due to the COVID-19 pandemic he will work on that.

10. ADJOURNMENT

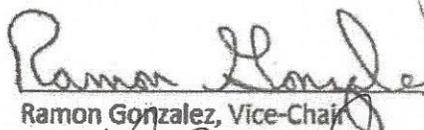
Chair Councilor Olga Nunez moved to adjourn the Camino Real Regional Utility Authority Meeting with no objections.

The meeting adjourned at 8:38 p.m.

**APPROVED AND ADOPTED** on this 27<sup>th</sup> day of July 2020.

**CAMINO REAL REGIONAL UTILITY AUTHORITY**

  
Olga Nunez, Chair

  
Ramon Gonzalez, Vice-Chair

  
Alex Sierra Delegate of State Senator Joseph Cervantes,  
Board Member

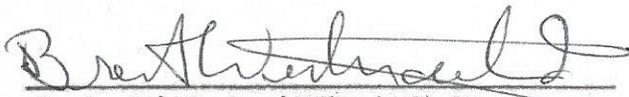
  
Joshua Orozco, Board Member

Manuel Sanchez, Board Member

  
Rey Lara, State Representative, Board Member

Alberto Jaramillo, Board Member

ATTEST:

  
Camino Real Regional Utility Authority