

CAMINO REAL REGIONAL UTILITY AUTHORITY
City of Sunland Park/Doña Ana County Joint Utility Authority
Location: City of Sunland Park – Council Chambers
1000 McNutt Rd, Sunland Park, NM 88063

Board Meeting
November 18, 2024
5:30 pm
AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/87623609762?pwd=KmM8qEltmb8TkM3LvQDelajKldhJHb.1>

Meeting ID: 876 2360 9762
Passcode: 703069

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND DETERMINATION OF QUORUM
4. CHANGES AND APPROVAL OF THE AGENDA
5. PUBLIC COMMENTS (LIMIT 3 MINUTES PER PERSON)
6. STAFF COMMENTS & ANNOUNCEMENTS
7. BOARD COMMENTS
8. PRESENTATIONS & REPORTS
 - A. BRIDEL FACILITY MONTHLY REPORT. PRESENTATION BY: ERIC LOPEZ BRIDEL SERVICES
9. CONSENT AGENDA: THE BOARD WILL BE ASKED TO APPROVE BY ONE MOTION THE FOLLOWING ITEMS OF RECURRING OR ROUTINE BUSINESS.
 - A. APPROVAL OF CRRUA OCTOBER 16, 2024 SPECIAL MEETING MINUTES.
 - B. APPROVAL OF NM SPECIAL APPROPRIATION 24-ZI5045, \$5,000,000 FOR WASTEWATER TREATMENT SYSTEM FOR INCLUSION IN BUDGET.
 - C. APPROVAL OF COLONIAS INFRASTRUCTURE PROJECT FUND CIF-6409 SUNLAND VACUUM LIFT STATION REPLACEMENT \$1,971,905.
 - D. APPROVAL OF IMPLEMENTATION OF COST OF LIVING INCREASE ADJUSTMENT THAT WAS APPROVED IN FY25 BUDGET.
 - E. APPROVAL OF AN AMENDMENT TO THE ON-CALL AND STANDBY PROVISIONS (INCREASE FROM \$8/DAY TO \$30/DAY STANDBY TIME).
 - F. APPROVAL TO ADJUST TASK ASSIGNMENT FROM 5% TO 10% TO MATCH DONA ANA COUNTY'S TASK ASSIGNMENT RATE.
 - G. APPROVE AUGUST AND OCTOBER 2024 BILLING ADJUSTMENTS REPORT AS RECOMMENDED BY THE EXTERNAL AUDITORS.
 - H. APPROVAL OF EXECUTIVE DIRECTOR EVALUATION.

10. ADJOURNMENT

NOTE: The Camino Real Regional Utility Authority (CRRUA) will ensure effective communication with individuals with disabilities and will: upon request, provide auxiliary communication aids and services to afford those individuals equal opportunity for participation in Dona Ana County sponsored meetings, events, or activities. Any request should be made to the Americans with Disabilities Act Coordinator, in writing, or by phone, as soon as possible prior to the event at which accommodation is needed. If you have any questions regarding examples of reasonable accommodation, please contact CRRUA at (575) 589-1075.

Spanish language interpretation services are now available upon request for participation in CRRUA sponsored meetings, events, or activities. Please contact the CRRUA office at (575) 589-1075, at least 48 hours prior to the event. Servicios de interpretacion en las juntas será disponible por petición. Por favor llame a la oficina de CRRUA al (575) 589-1075 por lo menos 48 horas por adelantado para pedir este servicio.

POSTED AT:

Filed in the office of the City Clerk on 11-14-2024

City Clerk, Sunland Park Motor Vehicle Division, Mercedes Grocer, CRRUA Office, City of Sunland Park Library, Sunland Park U.S. Post Office, Camino Real Regional Utility Authority, Santa Teresa U.S. Post Office, Ortega's Grocery, CRRUA Website

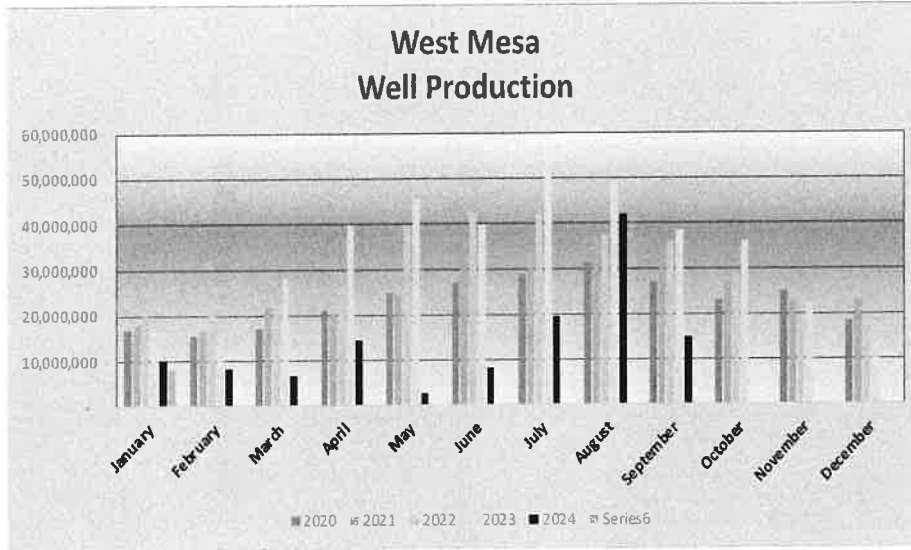
DIRECTOR'S REPORT

1. \$5M Special Appropriation acceptance and applying for legislative extension
2. \$1,971,905 Colonias CIF-6409 Vacuum Lift Station Construction
3. Draft Development Standards being developed. Will be having focus group meeting with developers to secure input.
4. Anapra/Riverside had disruptions with services due to on-going construction and kept public informed. This will continue until projects are completed.
5. Had conversation with New Mexico Border Authority director where he informed CRRUA that IGA for additional \$3M is forthcoming.

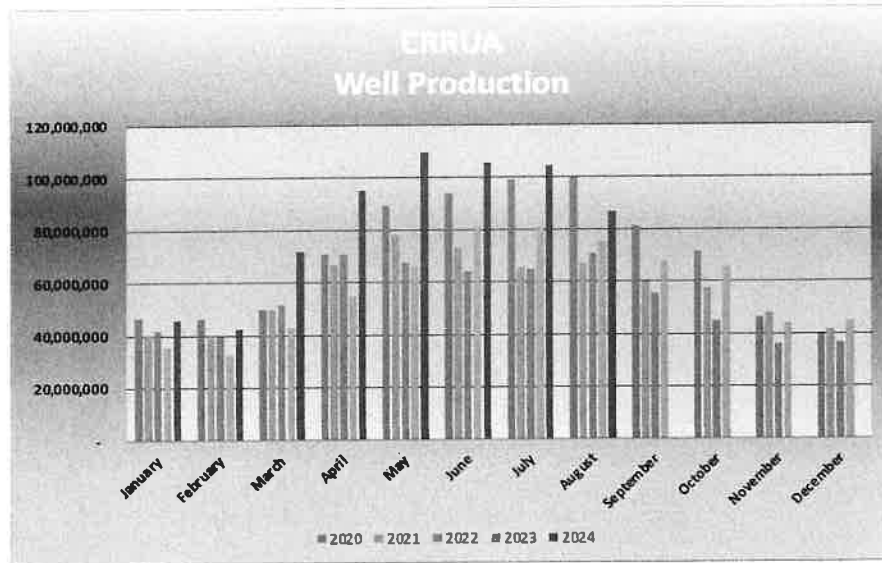
Monthly Report for September 2024

Water Systems

The **West Mesa** wells produced 14,905,059 gallons for the month of September compared to 2023 when wells produced 38,428,104 gallons



The **CRRUA** wells produced 86,923,745 gallons for the month of September compared to 2023 when wells produced 75,323,206 gallons.



Water Usage through Metron Water Meters per Month:

- September 2023 – 26,546,758 gallons
- September 2024 – 24,331,918 gallons

Water Line Repairs for the Month:

Line Repairs were not reported this month by CRRUA

Arsenic Removal Facilities (January 22, 2001, EPA adopted a new standard for arsenic in drinking water of 10 ppb)

Sunland Park:

Arsenic results for month:

- September 9, 2024 – 8.4 ppb

Industrial:

Arsenic results for month:

- September 9, 2024 – 6.6 ppb

Santa Teresa Community System:

Arsenic results for month:

- September 9, 2024 – 6.4 ppb

Santa Teresa Border Entry:

Arsenic results for month:

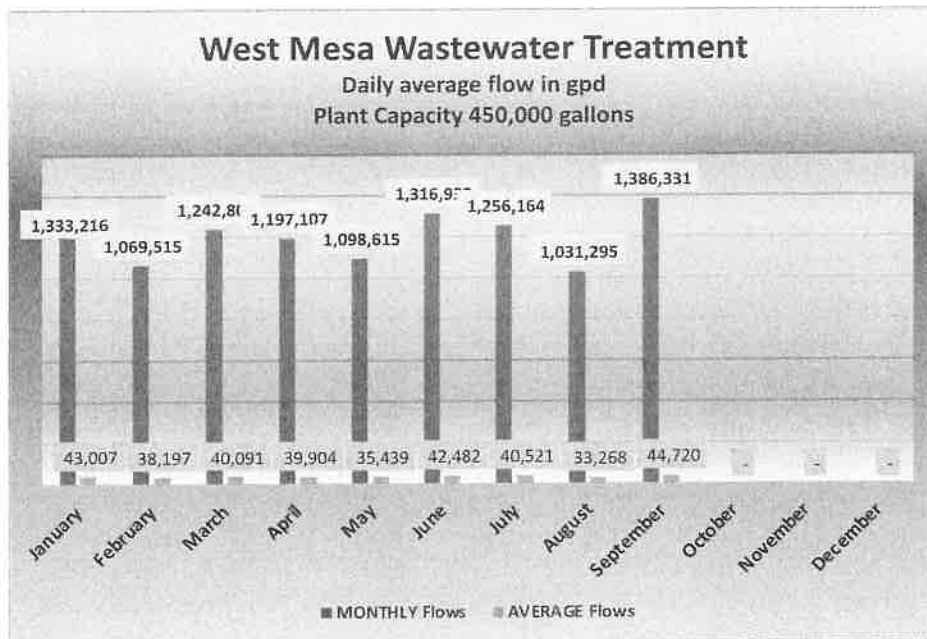
- No sampling completed this month

**Santa Teresa\Sunland Park
Commercial\Industrial Water Meter**

No large meters installed during the month of September.

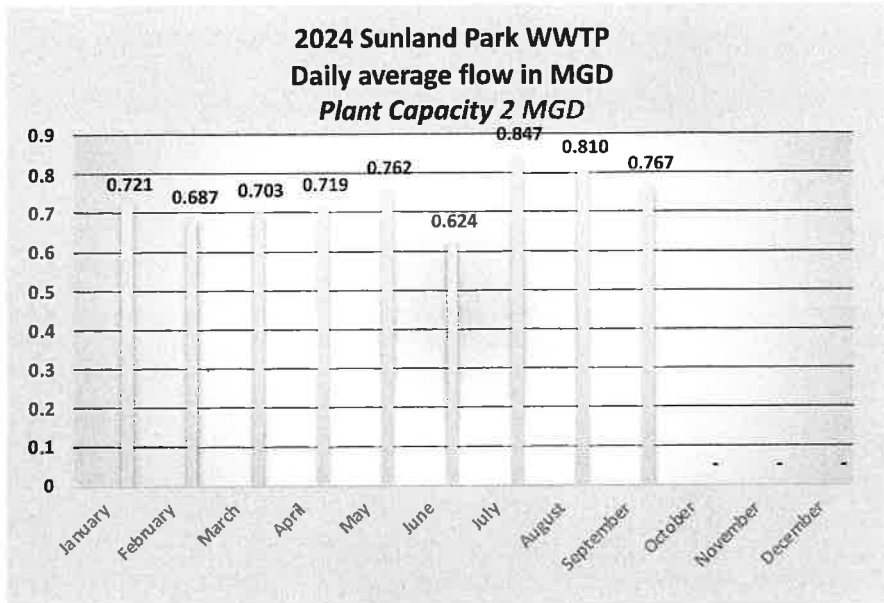
West Mesa WWTP

Total gallons treated for the month of September was 1,386,331 gallons and the average daily flow for the month was 44,720 gallons.



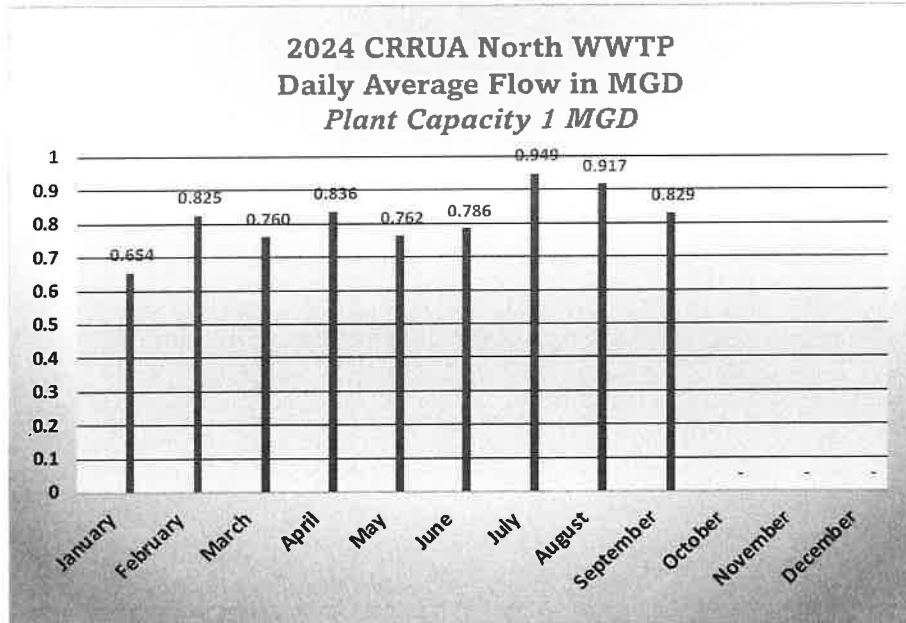
Sunland Park WWTP

Total gallons treated for the month of September was 23,109,000 and the average flow for the month was 767,300 gallons per day.



North WWTP

Total gallons treated during the month of September was 24,859,000 gallons and the average flow for the month was 828,633 gallons per day.



** The permit renewal was completed by Bridel for this facility and is under final review EPA and NMED Surface Water Bureau. CRRUA will then have to advertise the renewed permit to the public prior to final approval by EPA and NMED Surface Water Bureau.*

Santa Teresa Lagoon System (DP-1076)

The closure of this facility has not yet begun because CRRUA is waiting for some additional funding to process the quote into a Purchase Order.

Bridel gave a tour of this facility to NMED Ground Water Bureau because they wanted to know status of closure.

Wastewater Line Repairs for the Month:

- No Line Repairs were reported

Industrial Pretreatment Program

Bridel with the assistance of CRRUA staff begin inspection and sampling of Industrial Systems this month. facility completed this month was:

- **Stampede Meat Inc**
 - Completed sampling of effluent
 - Submitted Inspection Report with some concerns

CRRUA should review the current Industrial Wastewater Ordinance No. 2013-01 and its supporting documents that provide funding for the program, guidance and enforcement.

CAMINO REAL REGIONAL UTILITY AUTHORITY
City of Sunland Park/Doña Ana County Joint Utility Authority
Location: City of Sunland Park – Council Chambers
1000 McNutt Rd, Sunland Park, NM 88063
Special Meeting
October 16, 2024
5:30 pm

MINUTES

A Special Meeting of the Camino Real Regional Utility Authority was held on Wednesday, October 16, 2024 at 5:30 p.m. at the City of Sunland Park Council Chambers at 1000 McNutt Road in Sunland Park, New Mexico 88063.

PRESENT

Chair Mayor Javier Perea
Vice Chair Mario Juarez-Infante
Commissioner Shannon Reynolds
Mr. Rene Molina
Mr. Hector Rangel
Mr. Mark Rodriguez
Mr. Carlos Escarcega

ALSO PRESENT

Mr. Juan Carlos Crosby, CRRUA Executive Director
Mr. David Espinosa, CRRUA Assistant Executive
Director
Mr. Jaime Ramirez, CRRUA Meter Specialist
Mr. Eric Lopez, Bridel Facility Ops
Mr. Udell Vigil, Media Services
Mr. Adan Trujillo, Los Trujillo Legal Services
Mr. Bill Hagan, CGDP2, LLC
Mr. Mark Valenzuela, Bosque
Mr. Jose Saldaña, Resident
Mr. Jesus Vaquera, Resident
Ms. Unzueta, Resident
Ms. Rodriguez, Resident

1. CALL TO ORDER

Chair Mayor Javier Perea called the meeting to order at 5:30 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL AND DETERMINATION OF QUORUM

Mr. David Espinosa, CRRUA Assistant Executive Director called roll call. A quorum was present.

4. CHANGES AND APPROVAL OF THE AGENDA

None

5. PUBLIC COMMENTS: Limited to 3 minutes per person.
Mr. Jose Saldana requested to have the meeting cancellation notices posted earlier.
Ms. Unzueta expressed herself about CRRUA costumer service at front desk, water cost and services.
Ms. Rodriguez asked to have all constituents informed on what is going on with CRRUA.
6. STAFF COMMENTS & ANNOUNCEMENTS
Mr. Juan Carlos Crosby, CRRUA Executive Director updated the board members and the public present on the elevated water tank project, vacuum lift station system, NAD bank funding for pumps and the funding for wells.
7. BOARD COMMENTS
Commissioner Shannon Reynolds asked for all CRRUA information to be posted in English and Spanish.
Mr. Mark Rodriguez stated that CRRUA website has a list of improvements that could be moved to the home page so it's visible to the community.
Vice Chair Mario Juarez-Infante asked Mr. Juan Carlos Crosby, CRRUA Executive Director to ensure that all questions asked in the meeting get addressed.
Chair Mayor Javier Perea asked Mr. Crosby, CRRUA Executive Director to create a table format with the monthly testing results where the constituents can see the improvements made, especially arsenic results.

1. PRESENTATIONS & REPORTS

- A. BRIDEL FACILITY MONTHLY REPORT. PRESENTATION BY: ERIC LOPEZ, BRIDEL SERVICES.
Mr. Eric Lopez, Bridel Facility Operations presented to the board members and the public present the operations monthly report of the CRRUA water and wastewater system.

2. CONSENT AGENDA: THE BOARD WILL BE ASKED TO APPROVE BY ONE MOTION THE FOLLOWING ITEMS OF RECURRING OR ROUTINE B

- A. APPROVAL OF BORDER AUTHORITY 4.5M INTERGOVERNMENTAL AGREEMENT (IGA) FOR SANTA TERESA 1MG ELEVATED WATER TANK FOR INCLUSION IN BUDGET.
- B. APPROVAL OF BORDER AUTHORITY 2M SUB AWARD OF CORONA VIRUS STATE FISCAL RECOVERY FUNDS (SCSFRF) FOR SANTA TERESA ELEVATED 1MG WATER TANK FOR INCLUSION IN BUDGET.
- C. APPROVAL OF NAD BANK \$250,000 CAP GRANT FOR EMERGENCY FUNDS FOR INCLUSION IN BUDGET.
- D. APPROVAL FOR COLONIAS INFRASTRUCTURE PROJECT FUND CIF-5750 SUNLAND VACUUM LIFT STATION \$267,027 FOR INCLUSION IN BUDGET.
- E. APPROVAL FOR COLONIAS INFRASTRUCTURE PROJECT FUND CIF-5751 SUNLAND WASTEWATER TREATMENT PLANT PH2. \$267,027 FOR INCLUSION IN BUDGET.
- F. APPROVAL FOR NMED \$250,000 CLEAN WATER STATE REVOLVING LOAN FUND (CWSRF) 100% GRANT FOR INCLUSION IN BUDGET.
- G. APPROVAL OF THE MEETING MINUTES FOR AUGUST 19TH 2024.
- H. APPROVE AUGUST 2024 BILLING ADJUSTMENTS REPORT AS RECOMMENDED BY THE EXTERNAL AUDITORS.

I. APPROVE SEPTEMBER 2024 BILLING ADJUSTMENTS REPORT AS RECOMMENDED BY THE EXTERNAL AUDITORS.

Commissioner Shannon Reynolds moved to approve consent agenda; the motion was seconded by Mr. Mark Rodriguez. The motion carried a 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Mario Juarez-Infante	aye
Commissioner Shannon Reynolds	aye
Mr. Mark Rodriguez	aye
Mr. Hector Rangel	aye
Mr. Rene Molina	aye
Mr. Carlos Escarcega	aye

3. AGENDA:

A. ENGAGEMENT AGREEMENT FOR MUNICIPAL ADVISORY SERVICES FROM BOSQUE ADVISORS, LLC.

Mr. Hector Rangel moved to approve; the motion was seconded by Mr. Mark Rodriguez. The motion carried a 6-1 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Mario Juarez-Infante	aye
Commissioner Shannon Reynolds	nay
Mr. Mark Rodriguez	aye
Mr. Hector Rangel	aye
Mr. Rene Molina	aye
Mr. Carlos Escarcega	aye

4. CLOSED SESSION

BOARD MAY CONVENE IN CLOSED SESSION AS AUTHORIZED BY THE OPEN MEETINGS ACT, NMSA 1978,10-15-1 (H)(7), TO DISCUSS PENDING LITIGATION IN RELATION TO ADMINISTRATIVE COMPLIANCE ORDER 2024-ACOP-01 AND 10-15-1 (H)(8), TO DISCUSS THE PURCHASE, ACQUISITION OR DISPOSAL OF REAL PROPERTY IN RELATION TO A LAND SWAP OR ACQUISITION OF LAND FOR EXPANSION OF WASTEWATER TREATMENT FACILITIES.

Commissioner Shannon Reynolds moved to approve; the motion was seconded by Mr. Rene Molina. The motion carried a 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Mario Juarez-Infante	aye
Commissioner Shannon Reynolds	aye
Mr. Mark Rodriguez	aye
Mr. Hector Rangel	aye
Mr. Rene Molina	aye
Mr. Carlos Escarcega	aye

5. ADJOURNMENT

Chair Mayor Javier Perea moved to adjourn the Camino Real Regional Utility Authority meeting with no objections.

The meeting adjourned at 7:56 PM.

APPROVED AND ADOPTED on this day of 2024.

CAMINO REAL REGIONAL UTILITY AUTHORITY

Mayor Javier Perea, Chair

Mario Juarez-Infante, Vice-Chair

Shannon Reynolds, Board Member

Rene Molina, Board Member

Hector Rangel, Board Member

Carlos Escarcega, Board Member

Mark Rodriguez, Board Member

Attest:

Camino Real Regional Utility Authority

Juan Crosby

REIMBURSING AGENCY: Department of Finance and Administration

Business Unit: 341

APPROPRIATION RECIPIENT:

Camino Real Regional Utility Authority

<u>APPROPRIATION NUMBER:</u>	<u>APPROPRIATION AMOUNT:</u>	<u>REVERSION DATE:</u>
24-Z15045	\$5,000,000.00	June 30, 2025

APPROPRIATION LANGUAGE

Five Million Dollars (\$5,000,000) for a wastewater treatment system in Dona Ana county. Funds unexpended by June 30th, 2025, will be reverted to the State of New Mexico's general fund.

APPROPRIATION REIMBURSEMENT

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Reimbursing Agency the Exhibit A: Request for Payment form along with supporting document(s) that evidence the expenses to be reimbursed. The Reimbursing Agency will review these documents to ensure all expenses to be reimbursed reflect the intent and purpose of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the reversion date. The latest date the Appropriation Recipient may submit a Request for Payment is July 10, 2025. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form in order to receive the final reimbursement.

APPROPRIATION NOTICE OF OBLIGATION

Upon the effective date of this agreement, for permissible projects within the appropriation language, the Appropriation Recipient shall only be reimbursed monies for which the Department has issued and the Appropriation Recipient has received a Notice of Department's Obligation to Reimburse¹ (hereinafter referred to as "Notice of Obligation"). This agreement and the disbursement of any and all amounts of the above referenced Appropriation Amount are expressly conditioned upon the following:

1. Irrespective of any Notice of Obligation, the Appropriation Recipient's expenditures shall be made on or before the Reversion Date (i.e., the goods have been delivered and accepted or the title to the goods has been transferred to the Appropriation Recipient and/or the services have been rendered for the Appropriation Recipient); and
2. The total amount received by the Appropriation Recipient shall not exceed the lesser of: (a) the Appropriation Amount or (b) the total of all amounts stated in the Notice(s) of Obligation evidencing that the Reimbursing Agency has received and accepted the Appropriation Recipient's Third-Party Obligation(s); and
3. The Appropriation Recipient's expenditures were made pursuant to the State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project, hereinafter referred to as "Third Party Obligations"; and
4. The Appropriation Recipient shall submit to the Reimbursing Agency one copy of all Third-Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party; and
5. Appropriation Recipient acknowledges and agrees that if it chooses to enter into a Third-Party Obligation prior to receiving a Notice of Obligation that covers the expenditure, it is solely responsible for such obligations.
6. The Reimbursing Agency may, in its sole and absolute discretion, issue to Appropriation Recipient a Notice of Obligation for the amount of that Third Party Obligation that only obligates the Reimbursing

¹ "Reimburse" as used throughout this Agreement includes Department payments to the Appropriation Recipient for invoices received, but not yet paid, by the Appropriation Recipient from a third-party contractor or vendor, if the invoices comply with the provisions of this Agreement and are a valid liability of the Appropriation Recipient.

REIMBURSING AGENCY: Department of Finance and Administration

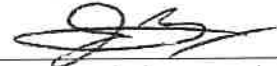
Business Unit: 341

- Agency to reimburse Appropriation Recipient's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is attached to this Agreement as Exhibit C.
- The date the Reimbursing Agency signs the Notice of Obligation is the date that the Notice of Obligation is effective. After that date, the Appropriation Recipient is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third-Party Obligation and request the Third-Party to begin work. Payment for any work performed or goods received prior to the effective date of the Notice of Obligation is wholly and solely the obligation of the Appropriation Recipient.

CERTIFICATION

I hereby certify that **Camino Real Regional Utility Authority**

- Will only use the appropriation funds to carry out and/or perform activities described in appropriation language.
- Will comply with State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the project.
- Ensures that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
- Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.



 Appropriation Recipient Representative

11/01/2024

 Date



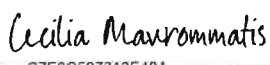
 Appropriation Recipient CFO

11/01/2024

 Date

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for appropriation number **24-Z15045** in the amount of \$5,000,000.

DocuSigned by:


 Cecilia Mavrommatis
 Director, Local Government Division

11/5/2024

 Date

**STATE OF NEW MEXICO
GRANT APPROPRIATION
Request for Payment Form
Exhibit 1**

I. Grantee Information

(Make sure information is complete & accurate)

- A. Grantee: _____
- B. Address: _____
(Complete Mailing, including Suite, if applicable)

City, State, Zip
- C. Contact Name/Phone #: _____
- D. Grant No: _____
- E. Project Title: _____
- F. Grant Expiration Date: _____

II. Payment Computation

- A. Payment Request No. _____
- B. Grant Amount: \$ 0.00
- C. AIPP Amount (If Applicable): \$ 0.00
- D. Funds Requested to Date: \$ 0.00
- E. Amount Requested this Payment: \$ 0.00
- F. Reversion Amount (If Applicable): \$ 0.00
- G. Grant Balance: \$ 0.00
- H. Final Request for Payment (if Applicable)

III. Fiscal Year : 2025 (July 1, 2024-June 30, 2025)

(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. Reporting Certification: I hereby certify to the best of my knowledge and belief, that reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with the Grant Agreement.

V. Compliance Certification: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Grantee Fiscal Officer
or **Fiscal Agent** (if applicable)

Grantee Representative

Printed Name

Printed Name

Date: _____

Date: _____

(State Agency Use Only)

Vendor Code: _____ **Fund No.:** _____ **PO #** _____ **Loc No.:** _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Fiscal Officer

Date

Division Project Manager

Date

**NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT 2**

Notice of Obligation to Reimburse Grantee # _____

DATE: _____

TO: Department Representative: _____, _____ Project Manager

FROM: Grantee Entity: _____

Official Representative: _____ Signature

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: _____

Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____

Third Party Obligation Amount: _____

Vendor or Contractor: _____

Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: _____ \$ 0.00

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Department Rep. Approver: _____

Title: _____ **Project Manager**

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.



NEW MEXICO
FINANCE AUTHORITY

November 1, 2024

Via First Class Mail and Email

Camino Real Regional Utility Authority
Attn: Juan Carlos Crosby, Executive Director
P.O. Box 429
Sunland Park, NM 88063
juancarlosc@donaanacounty.org

RE: Colonias Infrastructure Project No. CIF-6409; Wastewater Infrastructure; Vacuum Lift Station Replacement

Dear Mr. Crosby:

The Board of Directors of the New Mexico Finance Authority (“NMFA”) met on October 31, 2024, to approve the final terms, structure, and conditions of Colonias Infrastructure Funding in the amount of \$1,971,905 to Camino Real Regional Utility Authority (“Authority”) for its Wastewater Infrastructure Project. This action is a result of the Colonias Infrastructure Board recommendations approved on September 19, 2024.

The approved funding structure consists of a 10% loan in the amount of \$197,191, and a 90% grant in the amount of \$1,774,714. The loan component is a 20-year term at a net effective interest rate of .25% (0% interest rate with an administrative fee component of ¼ of 1%). The loan and grant are to be used by the Authority for construct/replacement of vacuum collection system to include the installation of two pre-packaged lift stations and approximately 4,200 lf of force main.

To secure the funding agreement for the award, the Authority must submit the following Readiness to Proceed items **no later than February 10, 2025**, by email only to Colonias@nmfa.net.

SUBMISSION OF READINESS TO PROCEED ITEMS

This funding is conditional, and the Authority must submit the following Readiness to Proceed (“RTP”) items, as applicable, before the loan/grant agreement can be scheduled to close:

1. A monthly draw-down schedule of project expenditures, including Month and Year;
2. Verification of match in the amount of \$197,191;
3. Verification of complete and approved plan/specification;
4. Verification that right-of-way, easements, and permits have been secured;
5. Verification of increased revenues necessary to support loan debt (rate increase);
6. All contingencies must be satisfied **no later than February 10, 2025**; and
7. Any additional information requested by the Colonias Infrastructure Board or the NMFA Board.

Compliance with the RTP process is required to secure the funding for this project. To prevent any delays in securing the funding, please begin preparing the RTP information upon receipt of this notice. When all the RTP criteria have been submitted, outside counsel for NMFA will draft the funding agreement and will contact the Authority directly for closing arrangements.

As part of the technical oversight of Colonias Infrastructure Funds, the Authority may be required to submit project documentation (design and construction plans, contracts, bids, etc.), for review and/or approval.

Please contact me at Colonias@nmfa.net or (505) 992-9688 if you have any questions regarding the RTP information.

Sincerely,

Sharon J. Romero

Sharon Romero
Lead Program Administrator

cc: Mary DeAvila, CRRUA, maryd@donaanacounty.org
Tyler Hopkins, Bohannon Huston, thopkins@bhinc.com

STATE OF NEW MEXICO
CAMINO REAL REGIONAL UTILITY AUTHORITY

RESOLUTION NO. 2024-14

AUTHORIZING A COST OF LIVING PAY ADJUSTMENT

WHEREAS, the Camino Real Regional Utility Authority desires to provide a cost of living pay adjustment to their current and new employees; and

WHEREAS, a match to Dona Ana County pay schedule increase will be included in the 2024-2025 budget;

NOW THEREFORE, BE IT RESOLVED that the Board of the Camino Real Regional Utility Authority hereby adopts the recommendations for salary increases (Table A) and authorize the Executive Director to provide these pay adjustments effective July 1, 2024.

Resolved in the Board session this 13th day of April 2024.

CAMINO REAL REGIONAL UTILITY AUTHORITY, DOÑA ANA
COUNTY, NEW MEXICO

Commissioner Susana Chaparro, Chair For / Against



Raul Telles, Vice-Chair For / Against
Delegate of State Representative Ray Lara

Commissioner Diana Murillo, Board Member For / Against



Alex Sierra, Board Member For / Against
Delegate of State Senator Joseph Cervantes, Board Member




Javier Perea, Board Member For / Against

Councilor Alberto Jaramillo, Board Member For / Against



Councilor Jesus Soto, Board Member For / Against

ATTEST:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Camino Real Regional Utility Authority

Unrepresented Salary Scale

DAC Effective 7/14/2024

Range	Min		Mid		Max	
A11	\$ 32,760.00	\$ 15.75	\$ 33,916.43	\$ 16.31	\$ 35,072.86	\$ 16.86
A12	\$ 32,978.40	\$ 15.86	\$ 36,491.15	\$ 17.54	\$ 40,003.89	\$ 19.23
A13	\$ 33,196.80	\$ 15.96	\$ 39,077.44	\$ 18.79	\$ 44,958.08	\$ 21.61
B21	\$ 33,415.20	\$ 16.07	\$ 42,022.56	\$ 20.20	\$ 50,629.92	\$ 24.34
B22	\$ 34,795.05	\$ 16.73	\$ 45,224.31	\$ 21.74	\$ 55,653.56	\$ 26.76
B23	\$ 37,943.51	\$ 18.24	\$ 49,298.78	\$ 23.70	\$ 60,654.05	\$ 29.16
B24/B31	\$ 41,091.96	\$ 19.76	\$ 53,396.40	\$ 25.67	\$ 65,700.84	\$ 31.59
B25/B32	\$ 44,217.26	\$ 21.26	\$ 57,459.29	\$ 27.62	\$ 70,701.32	\$ 33.99
C41	\$ 49,032.55	\$ 23.57	\$ 65,052.62	\$ 31.28	\$ 81,072.70	\$ 38.98
C42	\$ 52,065.25	\$ 25.03	\$ 69,092.37	\$ 33.22	\$ 86,119.49	\$ 41.40
C43	\$ 55,121.10	\$ 26.50	\$ 73,132.11	\$ 35.16	\$ 91,143.12	\$ 43.82
C44/C51	\$ 58,176.96	\$ 27.97	\$ 77,195.01	\$ 37.11	\$ 96,213.06	\$ 46.26
C45/C52	\$ 61,209.66	\$ 29.43	\$ 81,223.18	\$ 39.05	\$ 101,236.70	\$ 48.67
D61	\$ 65,978.64	\$ 31.72	\$ 89,383.69	\$ 42.97	\$ 112,788.75	\$ 54.23
D62	\$ 68,965.04	\$ 33.16	\$ 93,423.44	\$ 44.92	\$ 117,881.84	\$ 56.67
D63	\$ 71,951.44	\$ 34.59	\$ 97,463.18	\$ 46.86	\$ 122,974.92	\$ 59.12
D64/D71	\$ 74,961.00	\$ 36.04	\$ 101,526.08	\$ 48.81	\$ 128,091.16	\$ 61.58
D65/D72	\$ 77,947.40	\$ 37.47	\$ 105,577.40	\$ 50.76	\$ 133,207.40	\$ 64.04

CAMNO REAL REGIONAL UTILITY AUTHORITY

City of Sunland Park/Doña Ana County Joint Utility Authority
Gadsden Independent School District Board Room
4700 McNutt Sunland Park, New Mexico

CRRUA
Initiating Department

November 18, 2024
Meeting Date

Juan Crosby
Contact Person

Agenda Item Number

TITLE OF AGENDA ITEM TO BE CONSIDERED

APPROVE AN AMENDMENT TO THE ON-CALL, CALL-BACK, AND STANDBY PROVISIONS OF THE CAMINO REAL REGIONAL UTILITY AUTHORITY HUMAN RESOURCES POLICIES AND PROCEDURES, LAST AMENDED JANUARY 11, 2016

SUMMARY OF ITEM TO BE CONSIDERED **INCLUDING PRESENTATION OF OPTIONS FOR ACTION and ACTION REQUESTED**

This resolution is presented to update the CRRUA employment policy relating to compensating employees for on-call, call-back, and standby duties. The proposed policy changes addresses both a modernization of these provisions but also adding clarifications and specific procedures for approvals and documentation of activities.

DESCRIPTION OF SUPPORTING DOCUMENTATION ATTACHED

1. New Policy Section 5-10, "Standby"
2. Standby Reporting Form
3. Examples of Overtime Calculations

SUMMARY OF FINANCIAL IMPACT

The cost for ensuring a two-hour minimum compensation provision is estimated to be less than \$5,000 annually. The existing CRRUA personnel budget will cover these costs from vacancy savings. Future CRRUA operating budgets will quantify and plan for these specific expenses.

DOCUMENT CONTROL

Original/s for signature? Yes No For Recording? Yes No

Return original/s to: _____ Dept.

Send copy of recorded original/s (resolution and ordinances only) to: _____ Name _____ Dept.

Deadline for return of document/s? Yes, return by: _____ or No

Camino Real Regional Utility Authority
Resolution _____

RESOLUTION TO APPROVE AN AMENDMENT TO THE ON-CALL, CALL-BACK, AND STANDBY PROVISIONS OF THE CAMINO REAL REGIONAL UTILITY AUTHORITY HUMAN RESOURCES POLICIES AND PROCEDURES, LAST AMENDED JANUARY 11, 2016

WHEREAS, the Camino Real Regional Utility Authority (CRRUA) has Human Resources Policies and Procedures to guide and direct the management of personnel, and

WHEREAS, CRRUA administration has recently identified challenges with policy provisions relating to on-call, call-back, and standby relating to equitable compensation for affected employees, and

WHEREAS, the CRRUA Board of Directors has the authority to approve, amend, and update its personnel policies, and

WHEREAS, a new "Standby" policy, Section 5-10 is being proposed to replace the previous policy sections 5-10 (On-Call Duty) and 5-11 (Call-Back Pay) to address the desired changes, and

WHEREAS, this new policy provision includes a new Standby Reporting Form to clearly document activities completed in accordance with this policy.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Camino Real Regional Utility Authority of Doña Ana County, State of New Mexico, that the revision of Section 5-10, Standby, of the CRRUA Human Resources Policies and Procedures is hereby passed, approved, and adopted.

Resolved in the CRRUA Board session on this _____ day of October 2024.

**Camino Real Regional Utility
Authority, Dona Ana County,
New Mexico**

**Board Chair Javier Perea
For/Against**

Vice-Chair Mario Infante-Jaurez
For/Against

Board Member Shannon Reynolds
For/Against

Board Member Rene Molina
For/Against

Board Member Hector Rangel
For/Against

Board Member Mark Rodriguez
For/Against

Board Member Carlos Escarcega
For/Against

Attest:

Camino Real Regional Utility Authority
Juan Crosby



CAMINO REAL REGIONAL UTILITY AUTHORITY

HUMAN RESOURCES POLICIES AND PROCEDURES

PROPOSED (LIMITED) AMENDMENT SECTIONS 5-10 AND 5-11 NOVEMBER 2024

SECTION V- CLASSIFICATION AND COMPENSATION

5-10. ON-CALL DUTY.

- A. — On-call time will be considered hours worked when employees are required to restrict their personal activities and cannot use the time effectively for their own purposes. On-call time will not be considered hours worked when employees are free to engage in activities for their own purposes but are required to inform the employer how they can be reached or to carry a beeper or cellular phone.
- B. — A non-exempt employee required to be on-call beyond the employee's regularly scheduled hours shall be compensated at the rate of \$ 8.00 per day.
- C. — Employees' on-call are required to stay within a thirty (30) mile radius or thirty (30) minute response time of their worksite; or within 10 minutes of a telephone if the employee is using a beeper.
- D. — Employees on leave, whether paid or unpaid, are not eligible to be on-call.
- E. — Non-exempt employees who respond to a call are to record all time worked in response to the call. Employees who respond to a call are paid for a minimum of two (2) hours worked. Responses to a call which are handled by telephone or instant messaging are to be paid for the actual time worked.
- F. — When on-call, employees are to remain fit for duty. Alcoholic beverages or other substances which may impair an employee shall not to be consumed when in an on-call status.
- G. — There is no additional compensation for exempt employees who are on-call or actually respond to calls.

5-11. CALL-BACK PAY.

- A. — Call-back occurs when an employee is off-duty and notified unexpectedly to return to work due to unforeseen circumstances.
- B. — Authorized call-back shall be compensated at one and one-half (1½) times the non-exempt employee's hourly rate from the time the employee is notified until the employee has completed the unexpected work and/or has returned home or to the place where he/she received the call. A non-exempt employee on call-back shall be guaranteed a minimum of two (2) hours pay for each authorized call-back.
- C. — Call-back pay does not include an employee being called in to cover another employee's absence unless the employee called back has already worked that day. It also does not include the situation when the time worked immediately follows or precedes regular time, in this case, overtime may apply.
- D. ————— There is no additional compensation for exempt employees who are called back to work

SECTION V- CLASSIFICATION AND COMPENSATION

5-10 STANDBY *(New Section to replace previous Sections 5-10 and 5-11)*

All non-exempt CRRUA employees on standby after regular working hours will receive compensation for standby status at the rate of \$210/week or \$30/day.

1. Definitions:

- A. Standby Employee: An individual who, though off duty, is required to be available and able to respond to inquiries by telephone, pager, or radio and/or, if necessary, return to duty for an emergency event.
- B. Standby Pay: Compensation paid, in addition to the hourly base rate, to individuals required to be "on call." Extra compensation is paid to the on call employee for making their time available to CRRUA after regular working hours.
- C. Standby Period: All those hours spent on-call during a twenty-four (24) hour period established by the department/section.

2. Procedure:

- A. The section manager will decide specifically which employee(s) in each job title will be assigned to take "standby duty" and receive additional compensation. These decisions shall be made fairly and equitably, using work and skill related factors, unless operational needs dictate otherwise.
- B. The employee should receive clear advance notice that he/she will be "on standby". Standby assignments will be posted whenever practicable.
- C. If there are less than four (4) employees within a specific section, they all will be required to rotate standby assignments. If there are more than four (4) employees within a specific section eligible for rotating standby, then an employee within that section may request to be removed from the standby rotation so long as there are at least four (4) employees rotating. Employees wanting to be removed, or added, from the standby rotation, shall do so in writing to their Operations Manager before their next standby rotation. The Operations Manager shall make the final determination. Any appeals of such determination shall be presented to the Executive Director for final determination.
- D. The standby period begins after the completion of the regularly scheduled workday and continues until resuming work the following workday. Standby status includes providing coverage during the lunch period.
- E. Employees on standby will be considered engaged by CRRUA at the time they leave home until the work is completed. This time will be counted as time worked and will be recorded as such on the Standby Report by the employee.

SECTION V- CLASSIFICATION AND COMPENSATION

- F. An employee who is on standby must meet the following criteria:
- a) Thoroughly check the working status of the beeper, cell phone, or radio before "standby" status begins and maintain it in operational mode at all times.
 - b) Stay within beeper, cell phone, or radio range;
 - c) When notified by beeper, radio, or phone, the employee must call in within ten (10) minutes;
 - d) Must leave the location where the call is received within twenty (20) minutes or less after receiving the call; and
 - e) Must arrive in "fit" condition. This includes but is not limited to ensuring the employee is not under the influence of alcohol or recreational drugs.
 - f) Failure to adhere to these criteria may result in the loss of standby pay for the day and may be subject to disciplinary action up to and including termination.
- G. A standby employee, who is called back to work by anyone within their direct chain of command, for two (2) hours or less, will be paid two (2) hours at the overtime rate, except as defined in "I" below.
- H. If the employee remains at work following the expiration of the two (2) hour period, or is called back before its expiration, will be compensated with overtime pay at the premium overtime rate for additional time worked beyond the two (2) hour period.
- I. A standby employee who remains at work directly at the end of a scheduled work shift will be paid for straight overtime for the extra hours worked if the additional hours result in hours worked in excess of forty (40) hours in the work week.
- J. The standby employee is expected to respond to telephone inquiries during the on-call period without additional compensation.
- K. An employee responding to a call-out shall assess the situation and needs prior to calling out additional staff and shall describe the justification for additional staff on the Standby Form (attached).
- L. Employees called out shall complete the Standby Form for each situation and submit the completed forms to the operations manager at the end of their standby week.

SECTION V- CLASSIFICATION AND COMPENSATION

3. Miscellaneous:

- A. Positions designated for standby status will be recommended and justified by the CRRUA Operations Manager to the Executive Director for approval and concurrence.
- B. A listing of all positions designated for standby status and written approval from the Executive Director will be on file_in the CRRUA offices with a copy provided to any Human Resources Department who may be under contract to assist CRRUA with personnel management activities.

Overtime Request Form

Employee Name:						
Date:			OVT	CB	Time	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time (AM/PM)	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time (AM/PM)	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time (AM/PM)	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time (AM/PM)	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:
Date:			OVT	CB	Time (AM/PM)	Purpose
Standby:	Yes	No			From: am/pm	Location:
WO#					To: am/pm	Reason:

Certification

Employee Signature:		Date:	
Operations Manager Approval:		Date:	

SECTION V- CLASSIFICATION AND COMPENSATION

Examples of Call Back Time Tracking and Reporting

Example One – John completes a regular shift and goes home at 4:00 pm. He gets called back to work at 6:00 pm for a leak and works for 55 minutes and goes home. He will get paid for 2 hours based on the 2 hour minimum call back policy.

Example Two – John completes a regular shift and goes home at 4:00 pm. He gets called back to work at 6:00 pm for a leak and works for 3 hours and goes home. He will get paid for 3 hours.

Example Three - John completes a regular shift and goes home at 4:00 pm. He gets called back to work at 6:00 pm for a leak and works for 55 minutes and goes home. John then gets another call at 7:15 pm for another leak. He returns to work and finishes repairs and goes home at 8:30 pm. Since the 2nd call back was within the original 2 hour minimum window, he will get paid for 2.5 hours reflecting the total time worked.

Example Four - John completes a regular shift and goes home at 4:00 pm. He gets called back to work at 6:00 pm for a leak and works for 55 minutes and goes home. John then gets another call at 9:15 pm for another leak. He returns to work and finishes repairs and goes home at 10:30 pm. Since the 2nd call back was not within the original 2 hour window, he will get paid for a minimum 2 hours for the first call back period plus a 2 hour minimum for the second call back period.

Example Five - John completes a regular shift and goes home at 4:00 pm. He gets called back to work at 6:00 pm for a leak and works for 55 minutes and goes home. John then gets another call at 9:00 pm for another leak. He returns to work and finishes repairs and goes home at 11:45 pm. Since the 2nd call back was not within the original 2 hour window, he will get paid for a minimum 2 hours for the first call back period plus the actual time worked (2 hours : 45 Minutes) for the second call back period.

CAMNO REAL REGIONAL UTILITY AUTHORITY

City of Sunland Park/Doña Ana County Joint Utility Authority
Gadsden Independent School District Board Room
4700 McNutt Sunland Park, New Mexico

CRRUA
Initiating Department

November 18, 2024
Meeting Date

Juan Crosby
Contact Person

Agenda Item Number

TITLE OF AGENDA ITEM TO BE CONSIDERED

APPROVE AN AMENDMENT TO THE "TEMPORARY ASSIGNMENT" PROVISION OF THE CAMINO REAL REGIONAL UTILITY AUTHORITY HUMAN RESOURCES POLICIES AND PROCEDURES, LAST AMENDED JANUARY 11, 2016

SUMMARY OF ITEM TO BE CONSIDERED **INCLUDING PRESENTATION OF OPTIONS FOR ACTION and ACTION REQUESTED**

This resolution is presented to update the CRRUA employment policy relating to compensating employees for temporary assignments. The proposed policy increases the compensation for temporary work assignments from 5% to 10% and aligns the policy with the Dona Ana County policy on this subject.

DESCRIPTION OF SUPPORTING DOCUMENTATION ATTACHED

1. New Policy Section 5-8, "Compensation Administration"

SUMMARY OF FINANCIAL IMPACT

The cost for implementing this policy change is less than \$5,000 this fiscal year. The existing CRRUA personnel budget will cover these costs from vacancy savings. Future CRRUA operating budgets will quantify and plan for these specific expenses.

DOCUMENT CONTROL

Original/s for signature? Yes No For Recording? Yes No

Return original/s to: _____ Dept.

Send copy of recorded original/s (resolution and ordinances only) to: _____ Name _____ Dept.

Deadline for return of document/s? Yes, return by: _____ or No

Camino Real Regional Utility Authority
Resolution _____

RESOLUTION TO APPROVE AN AMENDMENT TO THE COMPENSATION ADMINISTRATION PROVISION OF THE CAMINO REAL REGIONAL UTILITY AUTHORITY HUMAN RESOURCES POLICIES AND PROCEDURES, LAST AMENDED JANUARY 11, 2016

WHEREAS, the Camino Real Regional Utility Authority (CRRUA) has Human Resources Policies and Procedures to guide and direct the management of personnel, and

WHEREAS, CRRUA administration has recently identified challenges with policy provisions relating to equitable compensation for temporary promotional assignments for affected employees, and

WHEREAS, the CRRUA Board of Directors has the authority to approve, amend, and update its personnel policies, and

WHEREAS, a modification to CRRUA's "Compensation Administration" policy, Section 5-8 is being proposed to address a desired change from 5% to 10% for acting or temporary assignments and to align with Dona Ana County policy on this subject

NOW THEREFORE, BE IT RESOLVED by the governing body of the Camino Real Regional Utility Authority of Doña Ana County, State of New Mexico, that the revision of Section 5-8, Compensation Administration, of the CRRUA Human Resources Policies and Procedures is hereby passed, approved, and adopted.

Resolved in the CRRUA Board session on this 18th day of November 2024.

**Camino Real Regional Utility
Authority, Dona Ana County,
New Mexico**

**Board Chair Javier Perea
For/Against**

**Vice-Chair Mario Infante-Jaurez
For/Against**

**Board Member Shannon Reynolds
For/Against**

**Board Member Rene Molina
For/Against**

**Board Member Hector Rangel
For/Against**

**Board Member Mark Rodriguez
For/Against**

**Board Member Carlos Escarcega
For/Against**

Attest:

**Camino Real Regional Utility Authority
Juan Crosby**



CAMINO REAL REGIONAL UTILITY AUTHORITY

**HUMAN RESOURCES
POLICIES AND PROCEDURES**

**PROPOSED (LIMITED) AMENDMENT
SECTION 5-8, 5C
NOVEMBER 18, 2024**

SECTION V- CLASSIFICATION AND COMPENSATION

5-8. COMPENSATION ADMINISTRATION

A. All employee pay levels will be established within the approved salary ranges and available budget. No employee will be paid below the minimum of the salary range for the position. If an employee's salary is above the maximum, his/her salary will be frozen until, as a function of regular plan updates, his/her salary again falls within his/her salary range.

1. Starting Salary

a. Starting salary for a newly hired, promoted, or reclassified employee shall be at least the minimum of the pay range for the job classification. Individuals whose qualifications exceed the minimum qualifications for the job classification may be hired at a salary above the minimum of their range.

b. The Human Resources Director or designee will review and recommend starting salaries that are within the established salary range. Human Resources recommendation will be based on an analysis of education and experience as it relates to the position qualifications. The recommendation shall be consistent with internal equity for positions in that classification. The Executive Director shall make the final approval of starting rates.

2. Promotions

a. A promotion occurs when an employee transfers from one position to another position that is in a higher salary grade through the process described in 3-3 (Placement within The Department) or 3-4 (Posting Procedures For Positions Not Filled Through Placements Within The Department).

b. The employee shall be placed in the pay grade for the position to which s/he is being promoted at a rate of pay commensurate with education, years of service and directly related experience when compared to other employees in the same classification.

3. Lateral Transfers

a. A lateral transfer occurs when an employee changes from one position to another position that is in the same salary grade or from one department to another within the same job classification. This may be a voluntary change initiated by the employee. It may also be a change initiated by the Regional Authority to meet specific needs and best utilize the employee's skills and background.

b. The employee's pay does not generally change as a result of a lateral transfer however, if the minimum qualifications for a position in the same salary range differ, the employee's education and experience will be analyzed for the proper placement based upon internal equity within that position classification.

SECTION V- CLASSIFICATION AND COMPENSATION

4. Demotions

- a. A demotion occurs when an employee moves from one position to another where the new position is in a lower salary grade. This may be a voluntary change initiated by the employee or a disciplinary change initiated by the Regional Authority.
- b. In the case of a demotion, the employee shall be placed in the pay grade for the position to which he is being demoted at a rate of pay commensurate with education, years of service and directly related experience when compared to other employees in the new classification.
- c. In the event that an unrepresented employee is demoted into a represented position, the employee shall be placed in the pay grade for the position to which he is being demoted at the average wage of all employees within that position with the similar length of service with the Regional Authority.
- d. When an employee, who has, within the previous year, been promoted or reclassified to a higher position, is demoted for any reason, the employee shall be demoted to the position and salary prior to the reclassification or to a vacant position for which the employee is qualified.

5. Temporary Assignment

- a. A temporary assignment occurs when an employee is assigned additional, significantly higher-level duties to meet operational needs or in order to fill in for a vacant position. The temporary assignment is intended to recognize the higher-level, more responsible duties. It is not intended to recognize an increase in workload.
- b. The department must complete a Human Resources Action Form to detail the change resulting in the request for a temporary assignment. A memo describing the specific additional duties, as well as identifying the vacant position, shall accompany the personnel action form.
 - i. The form should also include the specific beginning and ending dates for the proposed assignment. Typically, the temporary assignment will begin five (5) workdays after the employee is assigned the additional duties. It will normally run for ninety (90) calendar days; however, the assignment may be extended, with approval of the Regional Authority Executive Director or designee, if the conditions are unchanged. In no case should the temporary assignment extend beyond one (1) year.

SECTION V- CLASSIFICATION AND COMPENSATION

c. An employee performing a temporary assignment shall receive an increase of ~~5%~~ 10% or the minimum of the range whichever is greater. The Human Resources Director will review all temporary assignments and, under special circumstances, may recommend a higher increase. The Regional Authority Executive Director will have final approval of all temporary assignments and corresponding salary increases.

When temporary assignment is to fill in for a vacant position, the temporary assignment compensation shall end on the date the applicant hired for the vacant position begins employment with the Regional Authority.

AUGUST 2024 BILLING ADJUSTMENTS

Date	Account	Amount	Reason
8.2.24	106-0650-00	326.02	Multi Unit Adjustment done for 4 units
8.2.24	156-2089-01	\$ (80.00)	ACH Reject (Insuficient funds)
8.2.24	145-1104-01	\$ 1,126.76	Read/Usg Adj for 6/28/24 Synk Error
8.6.24	120-0960-06	\$ (90.47)	ACH Reject (Insuficient funds)
8.8.24	150-0116-01	\$ (216.73)	ACH Reject (Insuficient funds)
8.9.24	116-0950-00	\$ 232.61	SCSWA additional trash bin correction 2022-2024
8.9.24	102-0560-00	\$ 74.46	Reverse payment- Wrong payment applied to 102-0500-00 Reversed to 102-0560-00
8.13.24	107-0150-02	\$ 4,876.17	Read/Usg Adj for 6/28/24 Synk Error
8.13.24	143-1250-11	\$ 7,803.71	Read/Usg Adj for 7/31/24 Synk Error
8.13.24	150-0116-01	\$ (400.68)	ACH Reject (Insuficient funds)
8.15.24	145-1300-02	\$ 1,811.25	Read/Usg Adj for 7/31/24 Synk Error
8.21.24	148-0660-01	\$ 28.35	Account is Temporary shut off, billing adj. done
8.27.24	106-0700-01	\$ 79.35	Transferred payment from 106-0700-00 customer made a payment to wrong acct.
8.27.24	3945-01	\$ 1,428.55	Transferred acct balance from 3945-00 to 3945-01 at customers request (Hunt Southwest)
8.27.24	101-0400-00	\$ 37.40	Transferred acct credit from 121 Apache Gold to 102 Equestrian Ln
8.27.24	156-1011-00	\$ 12.37	Transferred credit balance from 1110 Gallium to 837 Nutmeg
8.27.24	156-0837-00	\$ 0.45	Transferred credit balance from 1102 Gallium to 837 Nutmeg Park
8.28.24	155-9001-03	\$ 65.68	Transferred credit balance/deposit at customers request.
8.28.24	143-0080-03	\$ 25.00	NSF CK-1173 249 Bay club
8.28.24	145-1242.01	\$ 47.00	Transferred acct credit to 142 Bonnie from 5775 Crest
8.28.24	145-0033-01	\$ 67.54	Transferred acct credit from 300 First to 133 Ruth Trial.
8.29.24	143-0220-02	\$ (67.50)	ACH Reject (Insuficient funds)
8.30.24	113-1110-01	\$ 128.04	Waste Water Adj. for May~August-2024 over charged
8.30.24	103-0270-02	\$ 186.74	Waste water overcharge July-August 2024
8.30.24	146-0810-02	\$ (412.67)	NSF CK-5284 (Insuficient funds)
8.30.24	155-0801-01	\$ 99.25	Water leak Adjustment 50%
8.30.24	121-0110-00	\$ 452.66	Water leak Adjustment 50%
8.30.24	107-0300-01	\$ 97.03	Water leak Adjustment 50%
8.30.24	117-0115-04	\$ 156.79	Water leak Adjustment 80%
8.30.24	143-1300-00	\$ 84.89	Water leak Adjustment 80%

OCTOBER 2024 BILLING ADJUSTMENTS

Date	Account	Amount	Reason
10.03.24	113-0690-02	\$ 7,728.39	Read/Usg Adj for 8/30/24 Synk Error
10.8.24	147-1505-00	\$ 7,449.78	Incorrect water rate
10.9.24	123-5404-04	\$ (235.15)	ACH Reject (Insufficient funds)
10.9.24	156-6040-01	\$ (78.20)	ACH Reject (Insufficient funds)
10.9.24	139-0579-01	\$ (175.79)	ACH Reject (Insufficient funds)
10.9.24	150-0340-06	\$ 58.25	Transferred credit balance to new acct
10.16.24	144-0490-00	\$ (637.00)	Returned ck-1342
10.16.24	120-0385-00	\$ (100.00)	Returned ck-5049
10.17.24	145-2101-01	\$ 65.61	Transferred credit from 5771 ridge to 100 ruth trail
10.21.24	144-0390-12	\$ (293.60)	ACH Reject (Insufficient funds)
10.22.24	145-2114-01	\$ 823.32	Read/Usg Adj for 8/30/24 & 9/30/24 meter not properly working
10.22.24	139-0617-01	\$ 71.00	Payment applied incorrectly to another acct.
10.22.24	141-0177-01	\$ 2,459.31	Billing adj. done meter not working properly
10.24.24	156-2089-01	\$ (131.63)	ACH Reject (Insufficient funds)
10.25.24	143-0480-00	\$ 127.65	Leak Adjustment 50%
10.25.24	146-0825-02	\$ 565.15	Leak Adjustment 80%
10.25.24	111-0250-04	\$1,409.89	Leak Adjustment 80%
10.25.24	106-1120-00	\$ 782.75	Leak Adjustment 80%
10.25.24	119-1140-00	\$ 795.70	Leak Adjustment 50%
10.25.24	120-2820-01	\$ 886.26	Meter not working zero reading for months
10.28.24	111-0140-00	\$ 740.86	Leak Adjustment 80%
10.28.24	101-0955-08	\$ 316.62	Leak Adjustment 80%
10.28.24	110-1130-02	\$ 209.68	Leak Adjustment 80%
10.28.24	120-0960-06	\$ (290.80)	ACH Reject (Insufficient funds)
10.28.24	121-2317-00	\$ (107.42)	ACH Reject (Insufficient funds)
10.30.24	155-1091-01	\$ (348.76)	ACH Reject (Insufficient funds)
10.30.24	156-1818-01	\$ (100.00)	ACH Reject (Invalid account)
10.30.24	143-0640-03	\$ (65.00)	Returned ck-6407

CAMNO REAL REGIONAL UTILITY AUTHORITY

City of Sunland Park/Doña Ana County Joint Utility Authority
Gadsden Independent School District Board Room
4700 McNutt Sunland Park, New Mexico

CRRUA
Initiating Department

October 15, 2024
Meeting Date

Juan Crosby
Contact Person

Agenda Item Number

TITLE OF AGENDA ITEM TO BE CONSIDERED

APPROVE A POLCIY AND FORMAT FOR ANNUAL PERFORMANCE EVALUATIONS OF THE EXECUTIVE DIRECTOR

SUMMARY OF ITEM TO BE CONSIDERED **INCLUDING PRESENTATION OF OPTIONS FOR ACTION and ACTION REOUESTED**

A policy to establish a mutually agreeable method and procedure for annual evaluation of the Executive Director. The policy includes procedures, reporting requirements, and standard forms for use by board members to complete an annual comprehensive review of goals and achievements by the Executive Director and the organization.

DESCRIPTION OF SUPPORTING DOCUMENTATION ATTACHED

1. Evaluation Policy – To establish the procedure and timing of annual reviews
2. Evaluation Form (Exhibit A) – Setting a standard for the CRRUA Board to use for accountability
3. Evaluation Summary (Exhibit B) – Form to tally and summarize the collective feedback from board members

SUMMARY OF FINANCIAL IMPACT

There is no direct fiscal impact associated with this policy. The CRRUA Board of Directors will retain ability to assess compensation of the Executive Director annually as the result of their cumulative evaluation and review.

DOCUMENT CONTROL

Original/s for signature? Yes No For Recording? Yes No

Return original/s to: _____ Dept.

Send copy of recorded original/s (resolution and ordinances only) to: _____ Name _____ Dept.

Deadline for return of document/s? Yes, return by: _____ or No _____

Camino Real Regional Utility Authority
Resolution _____

RESOLUTION TO APPROVE A POLICY AND FORMAT FOR ANNUAL PERFORMANCE EVALUATIONS OF THE EXECUTIVE DIRECTOR

WHEREAS, the Camino Real Regional Utility Authority (CRRUA) employs Juan Carlos Crosby as its full time professional Executive Director, and

WHEREAS, the CRRUA Board of Directors are charged with oversight of the Executive Director, and

WHEREAS, the Executive Director's employment contract contemplates an annual performance review of the director by each board member, and

WHEREAS, a policy, procedure, and format for the annual performance review has been developed to establish a standardized and predictable approach to the review process, and

WHEREAS, the evaluation format aligns with the provisions contained in the Executive Directors' contract and associated Job Description.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Camino Real Regional Utility Authority of Doña Ana County, State of New Mexico, that the Executive Director Annual Performance Evaluation Policy and Procedure is hereby passed, approved, and adopted.

Resolved in the CRRUA Board session on this _____ day of October 2024.

**Camino Real Regional Utility
Authority, Dona Ana County,
New Mexico**

**Board Chair Javier Perea
For/Against**

**Vice-Chair Mario Infante-Jaurez
For/Against**

Board Member Shannon Reynolds
For/Against

Board Member Rene Molina
For/Against

Board Member Hector Rangel
For/Against

Board Member Mark Rodriguez
For/Against

Board Member Carlos Escarcega
For/Against

Attest:

Camino Real Regional Utility Authority
Juan Crosby



Executive Director Annual Performance Evaluation Policy and Procedure

Policy:

Pursuant to Article Three of the Executive Director's employment contract, the CRRUA Board will conduct an annual performance review on the anniversary of the date of hire for the Executive Director. The evaluation will focus on areas of good performance, identify areas for improvement, and also be the basis for compensation and contract duration decisions for subsequent contract reviews.

The performance evaluation process will include a form, criteria, and format which shall be mutually agreed upon by the Employer and Employee prior to the period of evaluation. The evaluation shall take place within the month of May each year.

Process:

The process shall include the opportunity for the CRRUA Board of Directors and the Executive Director to:

- i. Prepare written evaluations,
- ii. Meet and discuss the final evaluation in a closed meeting, and
- iii. Present a written summary of the evaluation

Procedure:

1. The Executive Director will compile and provide the CRRUA Board of Directors materials describing progress toward or accomplishment of established goals and objectives as well as goals for the coming evaluation period.
2. The CRRUA Board of Directors will individually evaluate the Executive Director's performance. The standard criteria upon which the Executive Director's performance is evaluated and associated rating scales are described in Exhibit "A".
3. The CRRUA Board of Directors will assemble in a closed meeting without the Executive Director to review and discuss the Executive Director's performance. Individual evaluations and board input will be discussed. Consensus will be reached on a single evaluation to reflect the sum of all participating board member input. Suggested meeting procedures are listed below:

- a. Each board member is asked to comment on the director's performance, including what is going well and what he or she would like to see changed.
 - b. The Board Chair facilitates a discussion, seeking to reach a board consensus on the director's overall performance and on particular items of importance. Board members will have the opportunity to adjust their evaluations based on input from other board members.
 - c. The Board Chair will collect the final evaluations from board members. All scores will be averaged to get a single score for presenting to the Executive Director. A summary form is attached to this policy as "Exhibit B" to be used for this purpose. All narrative / written comments from board members (page 6 of the evaluation) will be included in the final summary document presented to the Executive Director.
4. The Executive Director will be invited to join the CRRUA Board of Directors in the closed session to review and discuss the cumulative evaluation. The final written evaluation should be completed and delivered to the Executive Director within 30 days of the evaluation meeting. The evaluation is not considered a public document, and therefore will remain confidential by all participants.
5. At a Regular meeting of the CRRUA Board of Directors following the closed session, the CRRUA Board of Directors will read the closed meeting notice as well as take any official action agreed upon during the evaluation session.



Exhibit A

Executive Director Annual Performance Evaluation

Current Evaluation Period: From _____ to _____

Each member of the Camino Real Regional Utility Authority Board of Directors should complete this evaluation form, sign it in the space below, and present it for discussion with other board members in executive (closed) session. Evaluations will be summarized and included on the agenda for discussion at the closed personnel meeting scheduled for _____.

INDIVIDUAL EVALUATION SUMMARY	
PERFORMANCE STANDARD	SCORE
Individual Characteristics	
Professional Skills And Status	
Policy Execution	
Relations With Members Of The Governing Body	
Relations With Regulatory Agencies, Partners, And Customers	
Reporting	
Customer Relations	
Direction And Guidance	
Supervision	
Fiscal Management	
Budget And Finances	
TOTAL	
Overall Rating (Total divided by 11)	

Prepared by:

Board Member: _____ Signature: _____ Date: _____

INSTRUCTIONS:

This evaluation form contains Four categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Executive Director's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly. Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. Bring the completed evaluation with you to the closed Executive Director evaluation meeting.

PERFORMANCE CATEGORY SCORING:

A. MANAGEMENT RESPONSIBILITIES

INDIVIDUAL CHARACTERISTICS	
Measure	Rating
Manages and directs operational activities then tracks and reviews progress	
Diligent and thorough in the discharge of duties, "self-starter"	
Exercises good judgment	
Displays enthusiasm, cooperation, and willingness to adapt	
Exhibits composure, appearance and attitude appropriate for the position	
Total	
Average Rating (Total divided by 5)	

PROFESSIONAL SKILLS AND STATUS	
Measure	Rating
Maintains knowledge of developments affecting the operation of Utilities	
Demonstrates capacity for innovation and creativity	
Anticipates and analyzes problems to develop effective approaches for solving them	
Willingness to try new ideas proposed by governing body members and/or staff	
Sets professional example by handling affairs of CRRUA in a fair and impartial manner	
Total	
Average Rating (Total divided by 5)	

POLICY EXECUTION	
Measure	Rating
Implements CRRUA Board actions in accordance with the intent of policies, ordinances and resolutions	
Support actions of the CRRUA Board after a decision has been reached	
Understands, supports, and enforces laws, policies, and ordinances affecting CRRUA	
Reviews policy procedures periodically to suggest improvements to their effectiveness	
Offers workable alternatives for changes in policy when an existing is no longer practical	
Total	
Average Rating (Total divided by 5)	

B. PLANNING AND COORDINATING RESPONSIBILITIES

RELATIONS WITH MEMBERS OF THE GOVERNING BODY	
Measure	Rating
Carries out board directives as a whole; not for any one member or minority group	
Facilitate meeting agendas that reflect the guidance of the board	
Disseminates complete and accurate information equally to board members in a timely manner	
Assists by facilitating decision making without usurping authority	
Responds well to requests, advice, and constructive criticism	
Total	
Average Rating (Total divided by 5)	

RELATIONS WITH REGULATORY AGENCIES, PARTNERS, AND CUSTOMERS	
Measure	Rating
Acts as liaison with government agencies and customers on utility system matters.	
Makes oral and written presentations to the board and other public and private groups	
Communicates clearly and concisely, both orally and in writing	
Represents CRRUA with other government agencies and in meetings with the public	
Negotiates contracts and agreements with entities, agencies, and the private sector	
Total	
Average Rating (Total divided by 5)	

REPORTING	
Measure	Rating
Provides regular information and reports to the CRRUA Board concerning matters of importance	
Responds in a timely manner to requests from the board for special reports	
Takes initiative to provide information, advice, and recommendations to the board	
Reports produced are accurate, comprehensive, concise and written to their intended audience	
Convey the message that affairs of the organization are open to public scrutiny	
Total	
Average Rating (Total divided by 5)	

CUSTOMER RELATIONS	
Measure	Rating
Responsive to requests from customers	
Demonstrates a dedication to service to CRRUA customers	
Maintains a nonpolitical approach in dealing with the news media	
Meets with and listens to customers to discuss their concerns	
Gives an appropriate effort to maintain customer satisfaction with CRRUA services	
Total	
Average Rating (Total divided by 5)	

C. SUPERVISORY RESPONSIBILITIES

DIRECTION AND GUIDANCE	
Measure	Rating
Directs recruitment, selection, and training of staff for their professional development	
Applies an appropriate level of supervision to improve any areas of substandard performance	
Ensures appropriate scheduling of staff to ensure proper operational coverage	
Professionally manages the compensation and benefits plan for CRRUA employees	
Promotes training and development opportunities for employees at all levels of the organization	
Total	
Average Rating (Total divided by 5)	

SUPERVISION	
Measure	Rating
Encourages staff to make decisions with minimal Executive Director involvement, yet maintains general control of operations by providing the right amount of communication to the staff	
Conducts performance evaluations and undertakes disciplinary action when warranted.	
Plans work objectives; establishes department goals and objectives; coordinates diverse work activities and programs; budgets and allocates resources.	
Responds to emergencies and handles peak workloads by assessing needed repairs	
Coordinates and contracts for professional services to cover work needed by others	
Total	
Average Rating (Total divided by 5)	

D. FINANCIAL / BUDGETARY RESPONSIBILITIES

FISCAL MANAGEMENT	
Measure	Rating
Investigates and resolves complaints regarding services, billing, and collections.	
Makes the best possible use of available funds, conscious of the need to operate the water and wastewater utility efficiently and effectively	
Estimates, monitors, manages, and reports CRRUA's utility revenues and expenditures.	
Presents justification for rate changes and for budget expenditure requests.	
Appropriately monitors and manages fiscal activities of the organization	
Total	
Average Rating (Total divided by 5)	

BUDGET AND STRATEGIC	
Measure	Rating
Prepares a balanced budget to provide services at a level directed by the board	
Prepares and administers CRRUA's operating and capital improvement budgets.	
Prepares a budget and budgetary recommendations in an intelligent and accessible format	
Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability	
Contracts for rate setting evaluations to keep up with market and operating demands	
Total	
Average Rating (Total divided by 5)	

NARRATIVE EVALUATION:

<p>What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?</p>
<p>What performance area(s) would you identify as most critical for improvement?</p>
<p>What constructive suggestions or assistance can you offer the manager to enhance performance?</p>
<p>What other comments do you have for the director; e.g., priorities, expectations, goals or objectives for the new rating period?</p>

Prepared by:

Board Member: _____ Signature: _____ Date: _____

Exhibit B

Executive Director Annual Performance Evaluation SUMMARY

PERFORMANCE STANDARD	SCORES							Totals	Average Scores
	Board Chair	Vice Chair	Board Member	Board Member	Board Member	Board Member	Board Member		
Individual Characteristics									
Professional Skills And Status									
Policy Execution									
Relations With Members Of The Governing Body									
Relations With Regulatory Agencies, Partners, And Customers									
Reporting									
Customer Relations									
Direction And Guidance									
Supervision									
Fiscal Management									
Budget And Finances									
The Final Evaluation Result will be an Average of the Eleven Scores									

Prepared by:

Board Chair: _____ Signature: _____ Date: _____