

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
Meeting On-Line
September 14, 2020
5:30 pm

MINUTES

A Regular Meeting of the Camino Real Regional Utility Authority was held on Monday, September 14, 2020 at 5:34 p.m. On-Line at 4950 McNutt Road in Sunland Park, New Mexico 88063.

PRESENT

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

ABSENT

Commissioner Manuel Sanchez
Councilor Alberto Jaramillo

ALSO PRESENT

Mr. Brent Westmoreland, CRRUA Executive Director
Ms. Liliana Arevalo, CRRUA Office Manager
Mr. Ernie Carranza, CRRUA Water/Wastewater 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
John Utton from Utton Kerry

1. CALL TO ORDER

Chair Councilor Olga Nunez called the meeting to order at 5:33 pm.

2. PLEDGE OF ALLEGIANCE

None

3. ROLL CALL

Mr. Brent Westmoreland, Executive Director, called roll call. A quorum was present.

4. CHANGES TO THE AGENDA

Item 10D – Changing from months to month to make it singular.

5. APPROVE MINUTES

A. JULY 27, 2020 SPECIAL MEETING

Mr. Ray Lara moved to approve the minutes for August 10, 2020; the
Mr. Alex Sierra seconded motion. The motion carried a 5-0 vote.

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

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

None

7. STAFF COMMENTS & ANNOUNCEMENTS

None

8. BOARD COMMENTS

Chair Councilor Olga Nunez had a concern about Ms. Hernandez having a received a high bill and that is now back to normal. It went from \$1,600 to \$74. Mr. Westmoreland stated that there was a leak study currently being performed and that he expected the study to be completed by tomorrow. At the point they would be able to determine what the issue was, where the water went and take it from there. Chair Person Olga Nunez then asked what would cause someone's bill to go over \$1,000 well over \$1,000 if there is no evidence of water present. Brent Westmoreland response to the question by stating that if there was no leak, there could have been an electronic problem with the software and the transfer of the reading to the computer and that can be remedy.

9. DISCUSSION/ACTION ITEMS

A. MONTHLY REPORTS & ANNOUNCEMENTS

1. BRIDEL FACILITY MONTHLY REPORT FOR THE MONTH OF JULY AND AUGUST 2020.

Eric Lopez, Bridel Facility Operations presented to the board members the July and August 2020 operations monthly report of the CRRUA water and wastewater system. Chairperson Olga Nunez asked a question related to the ipoxy coating used to coat manholes and how long before it has to be reapplied and related costs of such action. Mr. Lopez responded to her questions highlighting the benefits of such action, its life span is 25 years and how it is relatively inexpensive.

At the end of the Bridel monthly reports, Chair Person Olga Nunez stated that there was a member of the public that wanted to speak and asked if there would be any issues if she was allowed to speak. Mr. Westmoreland stated that if the board did not have any objections the member of the public could speak.

The Chair Person asked the board if there were any objections and there was none.

Ms. Hernandez stated that she a question about her bill totaling \$1,695.50 for August 2020. The most recent bill totaled \$1,704.55. She wanted to know what will be resolved because it is impossible that they could have used that much water in one month. Brent Westmoreland stated that as it was stated earlier the Bridel water audit is not finished and it will be finished by Thursday in order to determine if it was a technical issue in the readings or what have you. The audit will not be finished until Wednesday or Thursday and he would share the answer with everyone. Ms. Olga Nunez thanked the members of the board for allowing Ms. Hernandez to speak.

2. ACCOUNTS RECEIVABLE REPORT AS OF 08/31/2020.

Ms. Lilia Arevalo presented to the board the Accounts Receivable Report as of 08/31/2020.

Representative Lara asked about if CRRUA has the ability to issue bonds and if CRRUA has a Moody's rating. Mr. Westmoreland stated that we only finance items such as leasing a piece of equipment or loans. CRRUA inherited two bonds from the City of Sunland Park and from Dona Ana county that were re-financed three years ago. We have not initiated in bonding efforts by CRRUA. Mr. Ray Lara has four years to collect, does we have any internal policies that allows CRRUA to collect in less than 120 days given that the law and 4 years is the maximum amount of time. He thinks we should not be taking more than 4 years to collect. As a matter of internal process, control or policy CRRUA should not be taking longer than 120 days to collect or 4 years to collect. Ms. Arevalo stated that given the state law maximum of 4 years CRRUA's only option is to file liens on the property. Debts that we can pursue can be older than 4 years. Mr. Lara hopes that we are not taking more than 4 years to collect on these debts. Mr. Lara asked if selling these to collection agencies is an option? Ms. Arevalo responded that probably no because most of these agencies will want a social security number in order to trace these customers and we currently do not have or ask any of the CRRUA customers for a social security number per policy. Mr. Ray Lara asked if the fees from South Central are no paid by customers if CRRUA is on the hook if customer do not pay? Ms. Arevalo responded no.

Joshua Orozco can you explain what is our, before an account gets past 120 days, my assumption is we would do something prior to those 120 days, can you remind me what this process is? Ms. Arevalo responded that on active accounts is the only one, it is the one that has the biggest impact on the receivable and that is disconnecting people. At what point?

Under normal circumstances, since we have not disconnected anyone since January 2020, and if we were not under the pandemic, if we were under normal circumstances, let's say I had services and I had a bill for \$100 that was due on August 31, and I did not pay it when it due and I also had \$50 that was current for a total of \$150. If I did not come and pay the \$100 past due on August 31, 2020 I would be disconnected this month. Mr. Orozco asked in September? Yes, in September was the reply from Ms. Arevalo. Mr. Orozco asked so how do we get people going 120 plus days without paying a bill? Ms. Arevalo replied that we have not disconnected in over six months since January 2020 due to the pandemic. So Mr. Orozco stated that this is not normal due to the pandemic. Ms. Arevalo replied that is partly correct. Some people have not been disconnected due to the pandemic but there are other customers that are not active, we have not terminated their service, nor have they terminated their account but they have not paid either.

Mr. Sierra asked for a breakdown of commercial and non-commercial? Ms. Arevalo replied that we can provide that report. Mr. Sierra asked if it was a matter of policy that we do not collect social securities? Ms. Arevalo replied yes. Mr. Sierra then asked does it bring a liability, is that why we do not collect those social securities? Ms. Arevalo stated that, it is a liability, but I am not sure what the back ground is on this since I have been here two years, but it carries a liability it carries an administrative cost to safeguard those social securities, then we would have to contract with a credit agency in order to report those outstanding receivable for those that have not paid. Yes, it is a liability, it is an administrative cost that we would have incur but as customer base grows, you may want to start thinking about doing that.

Mr. Sierra then asked if on properties that are residential can you tell which are properties are occupied by an owner versus a tenant? Ms. Arevalo replied that yes and no, as the system was never set up to track these and right now we do have a high number of landlord exemptions and right now it would be a manual task to track those properties.

Mr. Ray Lara asked what the requirements are to open an account? Ms. Arevalo responded that if you are a homeowner, you have to fill out an application, provide proof of home ownership, provide a copy of your ID and a \$100 deposit. If you are a tenant you have to fill out an application, a lease agreement, copy of your ID and a \$100 deposit. Ms. Ray Lara asked if we do not ask for their phone number or emails? Ms. Arevalo stated that we do ask for a phone number as per the application, etc. but not an email address. Mr. Ray Lara stated that we should gather emails to add a layer of accountability. Ms. Arevalo interjected that when Invoice Cloud comes on line, customer will be required to add an email address in order to set up an account. It is planned to harness that information. Mr. Ray then asked as far as could you explain when someone is late on their bill, what types of notices are given to customers? On the bill there is a message providing due dates of when delinquent amounts are due in to avoid disconnection, a notice is also sent notifying those delinquent customers of what the deadlines for payments in order to avoid disconnection and offer payment arrangements.

Mr. Ray Lara suggested that we ensure that information as it relates to telephone numbers is on the customer's accounts. You also mentioned that there were administrative costs earlier, we are collecting for South Central. When we are collecting for South Central is there a fee we charge or are we doing it out of the goodness of our heart? Ms. Arevalo responded that we charge them a monthly fee and we may start discussing possible changes with SCSWA.

10. DISCUSSION /ACTION ITEMS

- A. APPROVE RESOLUTION AUTHORIZING AND APPROVING FOR SUBMISSION OF A COMPLETED JOINT APPLICATION IN CONJUNCTION WITH THE CITY OF SUNLAND PARK FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR THE COLONIAS INFRASTRUCTURE FUND AND DELEGATE SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR ON ALL RELATED DOCUMENTS.

Mr. Joshua Orozco moved to approve Item 10A with deletion of "Whereas, the Board of Directors did consider testimony from staff and the public concerning the subject of this Resolution before reaching its decision; and"

Vice Chair Commissioner Ramon Gonzalez seconded the motion. The motion carried a 5-0 vote.

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

BOARD COMMENTS ON ITEM 10A

Ms. Joshua Orozco stated he wanted to understand that that by having the City of Sunland Park work on these streets it would allow us to come and re do the CRRUA lines. Mr. Westmoreland stated that yes, that CRRUA would be allowed to come in to replace the lines rather than having to go in and repair after the pavement is placed. Mr. Orozco stated that it was fantastic that it was CRRUA and the City working together to get the grant that it would good for the community of Anapra, a bravo for working together.

Mr. Lara commented that the resolution that the 2nd Clause regarding Board of Directors considering public input, since the City of Sunland Park already had a public hearing can the CRRUA board move to strike from the resolution? Mr. Enrique Palomares stated that it is a template form used by CRRUA not DFA and can be changed. But normally the public input come in to play by allowing people to speak on the item. But it can be removed. Mr. Ray Lara cannot in good conscience that he heard public input on this matter to follow the spirit of the law. He would not be able to support the resolution if it remains on the document. Mr. Palomares agreed to change the resolution with revision when

voting for it. Joshua Orozco moved to approve the resolution with the second whereas being struck from the resolution. Second by Commissioners Gonzalez.

- B. APPROVE AWARD REQUEST FOR PROPOSAL# 20-0042 FOR LEGAL SERVICES FOR CAMINO PEAL REGIONAL UTILITY AUTHORITY TO UTTON AND KERY AND DELEGATE SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR ON ALL RELATED DOCUMENTS.

Vice Chair Commissioner Ramon Gonzalez moved to approve Item 10B.

Mr. Alex Sierra, seconded the motion. The motion carried a 5-0 vote.

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

BOARD COMMENTS ON ITEM 10A

Mr. Enrique Palomares asked to be excused for this item. Motion was made by Commissioner Gonzales to approve, seconded by Mr. Alex Sierra.

- C. APPROVE RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR THE DRINKING WATER STATE REVOLVING LOAN FUND AND DELEGATE SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR ON ALL RELATED DOCUMENTS.

Mr. Joshua Orozco moved to approve Item 10C.

Vice Chair Commissioner Ramon Gonzalez seconded the motion. The motion carried a 5-0 vote.

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

BOARD COMMENTS ON ITEM 10A

Joshua Orozco asked if this was a request to apply for the loan not to approve the loan. Mr. Robert Fowlie stated that this was the application. Mr. Alex Sierra asked if we knew what the dollar figures was? Mr. Fowlie stated that it was \$1.14 million. Motion to approve was made by Joshua Orozco, seconded by Commissioner Gonzales

D. APPROVAL OF WAIVER FOR LATE FEES CHARGED DURING THE COVID-19 PANDEMIC FOR THE MONTHS OF AUGUST 2020.

Vice Chair Commissioner Ramon Gonzalez moved to approve item 10D.

Mr. Joshua Orozco seconded the motion. The motion carried a 5-0 vote.

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

BOARD COMMENTS ON ITEM 10A

Motion was made by Commissioner Gonzales to approve, seconded by Mr. Joshua Orozco.


11. ADJOURNMENT

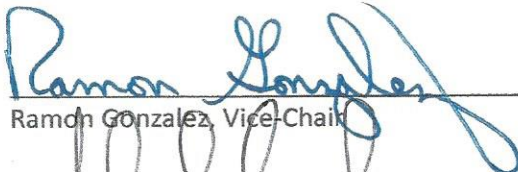
Chair Councilor Olga Nunez moved to adjourn the Camino Real Regional Utility Authority Meeting with no objections.

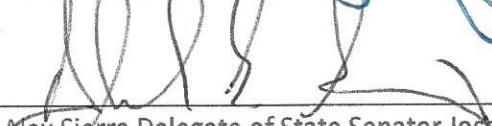
The meeting adjourned at 6:54 p.m.

APPROVED AND ADOPTED on this 19th day of October 2020.

CAMINO REAL REGIONAL UTILITY AUTHORITY


Olga Nunez, Chair


Ramon Gonzalez, Vice-Chair


Alex Sierra Delegate of State Senator Joseph Cervantes,
Board Member



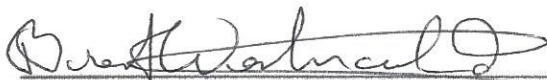
Joshua Orozco, Board Member

Manuel Sanchez, Board Member

Ray Lara, Board Member
State Representative

Alberto Jaramillo, Board Member

ATTEST:



Camino Real Regional Utility Authority