

Camino Real Regional Utility Authority
City of Sunland Park/Dona Ana County Joint Utility Authority
Gadsden Independent School District- Board Room
4950 McNutt Rd, Sunland Park, New Mexico 88063
Monday February 10, 2020
5:30 p.m.

MINUTES

A Regular Meeting of the Camino Real Regional Utility Authority was held on Monday, February 10, 2020 at 5:35 p.m. at the Gadsden Independent School District-Board Room at 4950 McNutt Road in Sunland Park, New Mexico 88063.

PRESENT

Chair Councilor Olga Nunez
Councilor Alberto Jaramillo
Commissioner Manuel Sanchez
Mr. Gerardo Ibarra
Mr. Alex Sierra
Mr. Joshua Orozco

ABSENT

Vice-Chair Commissioner Ramon Gonzalez

ALSO PRESENT

Mr. Brent Westmoreland, CRRUA Executive Director
Ms. Liliana Arevalo, CRRUA Office Manager
Ms. Mary De Avila, CRRUA Administrative Assistant
Mr. Enrique Palomares, CRRUA Attorney
Dr. Letty Mora, Psychologist Services and Translation/Interpretation Services
Mr. Eric Lopez, Bridel Facility Ops
Mr. Robert Fowlie, CDM Smith
Mr. James O'Brien, North American Development Bank
Mr. Gerald Smola, Camino Real Media Services
Ms. Marisela Villanueva, Camino Real Media Services
Mrs. Carolina Renteria, Resident

1. CALL TO ORDER

Chair Councilor Olga Nunez called the meeting to order at 5:35 pm.

2. PLEDGE OF ALLEGIANCE

Mr. Joshua Orozco led the audience in the pledge of allegiance.

3. ROLL CALL

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

4. CHANGES TO THE AGENDA

Mr. Brent Westmoreland, CRRUA Executive Director informed the board members that Mr. Enrique Palomares, CRRUA attorney had to be in the City of Anthony for another meeting by 6:30 and suggested to move item 11A, Close Session and 12A Open Session to after item 10A, Approve a Resolution Establishing a Leak Policy for the Camino Real Regional Utility Authority (“Authority”). Mr. Joshua Orozco moved to approve the agenda to move item 11A, Close Session and 12A, Open Session to after item 10A, Approve a Resolution Establishing a Leak Policy for the Camino Real Regional Utility Authority (“Authority”); the motion was seconded by Mr. Gerardo Ibarra. The motion carried a 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

5. APPROVE MINUTES

A. JANUARY 13, 2020

Councilor Alberto Jaramillo moved to approve the minutes for January 13, 2020; the motion was seconded by Mr. Joshua Orozco. The motion carried a 5-1 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	abstain
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

6. PUBLIC COMMENTS: Limited to 3 minutes per person. None

7. STAFF COMMENTS & ANNOUNCEMENTS None

8. BOARD COMMENTS

Mr. Joshua Orozco welcomed Councilor Alberto Jaramillo and Commissioner Manuel Sanchez to the Camino Real Regional Utility Authority board and suggested to them that any water and wastewater questions they to have asked Mr. Westmoreland and or the staff they did a very good job updating him when he was elected to be a CRRUA board member.

Mr. Brent Westmoreland, CRRUA Executive Director informed Councilor Alberto Jaramillo and Commissioner Manuel Sanchez that he will accommodate any time and day they pick to go out in the field to the water and wastewater sites. It takes a little bit over half day to go over all sites.

Chair Councilor Olga Nunez stated that the City of Sunland Park has a page where the public can leave their questions and concerns together with their name and telephone number so someone from the City can give them a call with an answer. Does CRRUA have something similar or can we work on getting one.

Mr. Brent Westmoreland, CRRUA Executive Director replied yes to Chair Councilor Olga Nunez.

10. PRESENTATIONS & REPORTS

A. MONTHLY REPORTS & ANNOUNCEMENTS

1. BRIDEL FACILITY MONTHLY REPORT FOR JANUARY 2020

Eric Lopez, Bridel Facility Operations presented to the board members and the public present the January 2020 operations monthly reports of the CRRUA water and wastewater system.

10. DISCUSSION/ACTION ITEMS

A. APPROVE A RESOLUTION ESTABLISHING A LEAK POLICY FOR THE CAMINO REAL REGIONAL UTILITY AUTHORITY (“AUTHORITY”)

Mr. Joshua Orozco moved to approve; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

BOARD COMMENTS ON ITEM 10, A

Mr. Joshua Orozco asked could the customer repair the leak himself and provide proof of the material purchases would that be sufficient to qualify.

Mr. Enrique Palomares, CRRUA attorney replied yes, if the customer brings pictures of the leak and receipts of material used to do the repair, than CRRUA goes out to the site to verify the leak has been repaired creates a report and furnish it to the executive director for his review and final approval.

Chair Councilor Olga Nunez asked if the form that the customer needs to fill out to get credit for the leak was going to be in English and Spanish.

Mr. Enrique Palomares replied yes.

Mr. Alex Sierra asked if the customer needs to bring their plumbing to code when they do the repair because it's not on the resolution .

Mr. Brent Westmoreland, CRRUA Executive Director informed Mr. Alex Sierra that CRRUA only goes up to the meter and out, and not inside the customer property.

Mr. Gerardo Ibarra stated that a leaking toilet or faucet that is a visible leak is there any limitations on what is an official leak.

Mr. Brent Westmoreland replied that the situation of the leaking toilet that was explained by Mr. Lopez earlier was consider a leak because you couldn't see it was going down the toilet.

Mr. Gerardo Ibarra asked if CRRUA recommends to install a shut off valve inside their properties.

Mr. Brent Westmoreland replied that is a new requirement for new development. We have old subdivisions with residents that don't have a shut off valve but we encourage them to install a shut off valve when they come in the office or call with water issues.

Mr. Joshua Orozco asked where did you get the 85% and 55%.

Mr. Enrique Palomares replied that the numbers were Mayor Perea suggestion but that anything on the resolution can be changed by the CRRUA board.

Mr. Joshua Orozco stated that maybe if they do a research before offering a percentage of credit do to a leak it would be better. Percentage may vary in water usage and family size.

Mr. Gerardo Ibarra agreed with Mr. Orozco and stated that a leak needs to be identified and compared to the water usage the household had prior to the leak and then credit the customer.

Commissioner Manuel Sanchez stated that they need to come up with a recommendation to make this easy and not burn the staff.

Mr. Enrique Palomares stated that the percentage process is better it does not take any more men hours in doing research but again the policy can be modified by the CRRUA board. CRRUA's percentage is better than City of El Paso is offering. This is a simple approach to help customers with their leaks.

Mr. Eric Lopez, Bridel Facility Ops stated that there will be small leaks easy to identify and some that it will take the customer time to find. In the bill itself if the customer is giving partial payments and then they have a leak it is going to be harder to identify the percentage of the credit to the customer. This will take time and understanding on both sides, the customer side and CRRUA staff but we will get there.

Mr. Joshua Orozco stated that he thinks that is a good policy and its set on the right direction the only concern he has is the 85% and 55%.

Mr. Enrique Palomares stated that if they want to do a change on the percent of credit they can.

Chair Councilor Olga Nunez stated that her concern was the water consumption decrease from 7,000 gallons to 3,000 gallons impacting many of the fix income customers bring their bills outrage high. Many of these customers cannot afford paying the whole bill and start falling behind creating a debit and getting their services discontinued. Representative Ray Lara and I are looking in to a way on how to look for help for these situations and these customers. We are elected officials I represent one of the poorest area in Sunland Park that is why I have been asking for this. These people cannot afford paying high bills caused by a leak making them fall in debit.

(11.) CLOSED SESSION

- A. THE CRRUA BOARD MAY GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL ISSUES INVOLVING THE EXECUTIVE DIRECTOR AS PROVIDED FOR IN SECTION 10-15-1 H (2) OF THE NM OPEN MEETINGS ACT.

Mr. Joshua Orozco moved to approve; the motion was seconded by Commissioner Manuel Sanchez. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

(12.) OPEN SESSION

A. THE BOARD MAY RECONVENE IN OPEN SESSION TO TAKE ACTION ON THE CLOSED SESSION ITEMS.

Mr. Joshua Orozco moved to approve; the motion was seconded by Mr. Alex Sierra. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

Chair Councilor Olga Nunez stated for the records that no subjects were discussed in closed session other than the matters that were announced.

Commissioner Manuel Sanchez moved to approve an amendment correcting Article 2 Term of Agreement to state as follow, The term of this agreement governing salary, benefits, and stipends will be from the date of the last signature to November 30, 2021. If a satisfactory performance evaluation is achieved after the first year, the Board may extend this contract for an additional three (3) years and give the authority to the Chair to sign the agreement; the motion was seconded by Mr. Joshua Orozco. The motion carried a 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

Mr. Joshua Orozco moved to approve the employment agreement for Brent Westmoreland to serve as Executive Director for Camino Real Regional Utility Authority; the motion was seconded by Councilor Alberto Jaramillo. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

- B. APPROVE RFP AWARD 20-0017 TO JAMES, COOKE & HOBSON, INC. FOR WASTEWATER SYSTEM MAINTENANCE AND REPAIR AND AUTHORIZE SIGNATORY AUTHORITY OVER THE RELATED CONTRACT DOCUMENTS, AMENDMENTS, AND CHANGE ORDERS TO THE EXECUTIVE DIRECTOR

Commissioner Manuel Sanchez moved to approve; the motion was seconded by Mr. Joshua Orozco. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

BOARD COMMENTS ON ITEM 11, B

Mr. Joshua Orozco stated that the information that was required from the vendor for the approval of this item from the board in the last CRRUA meeting were addressed.

- C. APPROVE THE ON-LINE PAYMENT CONTRACT WITH INVOICECLOUD AND AUTHORIZE SIGNATORY AUTHORITY OVER THE RELATED CONTRACT DOCUMENTS, AMENDMENTS, AND CHANGE ORDERS TO THE EXECUTIVE DIRECTOR.

Mr. Joshua Orozco moved to approve; the motion was seconded by Councilor Alberto Jaramillo. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

BOARD COMMENTS ON ITEM 11, C

Mr. Alex Sierra asked Liliana if this software was available in the web.

Ms. Liliana Arevalo, CRRUA Office Manager replied yes they have their website it is on the internet.

Commissioner Manuel Sanchez stated that he would like to have the information on the other on-line payment companies that bid on this project. He wants to know what they offered to CRRUA and learn why this company was CRRUA's choice.

Ms. Liliana Arevalo stated that one of the companies was point and pay. Their proposal was good however they did not have the experience to handle our customer reports and the cost was higher plus not customer friendly. The other company was Paymentus the reason we did not consider them was we thought they did not have future investment to their services. InvoiceCloud provides kiosks for the office lobby and or any location to make bill pay easier and their fees are lower.

Councilor Alberto Jaramillo stated that many people like to talk to a live person and not a machine, are they going to be able to talk to a person.

Ms. Liliana Arevalo stated that unfortunately no that it would be a voice recorder.

Councilor Alberto Jaramillo asked if they are going to have the steps and option to listen in Spanish.

Ms. Liliana Arevalo stated that she is not sure but it might be only in English but she will ask if Spanish is an option.

Chair Councilor Olga Nunez stated that the customer was going to get charge \$2.95 for each transaction up to \$400.00 and CRRUA is going to pay \$.40.

Ms. Liliana Arevalo stated that the \$.40 was for CRRUA to post the bill on-line for the customer saving the mail postage. The customer will get their bill on-line and not in the mail. We are going to have flyers available with the different option so that the customer get notified of what CRRUA is offering to make bill pay easier. The only thing that I will not allow is payments by telephone were the customer give the clerk their information for security reasons.

Councilor Alberto Jaramillo asked if the kiosk was going to be in the lobby or at what location.

Ms. Liliana Arevalo stated that not now but in the near future.

Mr. Gerardo Ibarra stated that it sound great but asked Lilian to please check that they offer bilingual information to the customer and encourage the board to vote to get the three months setup process started and offer this services to the customer.

D. APPROVE BUDGET REVISION FOR THE WATER FUND TO INCREASE MAINTENANCE AND REPAIRS.

Mr. Joshua Orozco moved to approve; the motion was seconded by Mr. Gerardo Ibarra. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

E. APPROVE RFP AWARD 20-0027 TO DuCROSS CONSTRUCTION LLC FOR THE WALNUT LIFT STATION REHABILITATION AND AUTHORIZE SIGNATORY AUTHORITY OVER THE RELATED CONTRACT DOCUMENTS, AMENDMENTS, AND CHANGE ORDERS TO THE EXECUTIVE DIRECTOR.

Mr. Joshua Orozco moved to approve; the motion was seconded by Commissioner Manuel Sanchez. The motion carried 6-0 vote.

Chair Councilor Olga Nunez	aye
Commissioner Manuel Sanchez	aye
Councilor Alberto Jaramillo	aye
Mr. Gerardo Ibarra	aye
Mr. Alex Sierra	aye
Mr. Joshua Orozco	aye

F. RATE STUDY UPDATE: CDM SMITH UP DATE

Mr. Robert Fowlie, CDM Smith stated that on the last meeting they all had a long discussion on water rates and impacts. After that meeting, Mr. Westmoreland and I talked about the implementation of the rate concept and the impact if we go from 3,000 gallons to 5,000 gallons. To get to details on what the impacts would be we would need to do another rate study base on your current rate structure and your revenues. This expenditure is not in your budget, what we recommend is to give yourself some time and work with the rate structure you already implemented, and then in the next fiscal year we should have better data to work with. I did compare your old rates with the new rates implemented and about 50% of your customers are in the 0 gallons to 5,000 gallons water usage rate.

Mr. James O'Brien, North American Development Bank stated that he has been involved with CRRUA for the past years together with EPA in regards to the North wastewater treatment plant. He stated that they provided \$9,000,000.00 grant funds for the North plant and the State provide \$3,000,000.00 more in grant funds. EPA and the State wanted to have adequate funds to maintain the facility, which was a critical issue. We worked auditing the overall of the utility and ways to determine the cost production of water. How much the utility need to generate to cover its cost. That is how the rate study came to place. The 3,000 gallons water usage chosen is a standard use throughout New Mexico. This is for the overall sustainability of the utility. Keep in mind that we have applications for funds pending and if we are not convince the utility is going to have adequate funds the project may be rejected. As you are all aware, the utility is surviving under grant funds for capital improvements.

BOARD COMMENTS ON ITEM 10, F

Mr. Joshua Orozco stated that capital improvement are expensive and needed to provide safe water to customers and to provide growth to the systems. My understanding is that they want to be sure that CRRUA is generating enough money to pay for these things that you are giving CRRUA.

Mr. James O'Brien, North American Development Bank replied yes that is why we consider the rate study.

Chair Councilor Olga Nunez asked how much was the increase on businesses.

Mr. Brent Westmoreland, CRRUA Executive Director replied that prior to the rate adjustment the residents were subsidizing the industrial customers.

Chair Councilor Olga Nunez stated that she has been asking for the CRRUA revenue impact information and has not yet seen that report.

Mr. Brent Westmoreland stated that what they need to do is another rate study with the current rate schedule.

Chair Councilor Olga Nunez asked to see at least two-month revenue report.

Mr. Brent Westmoreland stated that the report could be done in house and presented.

Chair Councilor Olga Nunez asked if the new rates were implemented in July.

Mr. Brent Westmoreland replied August bill with July's water usage.

Chair Councilor Olga Nunez stated that there are residents that are getting very high water bills and cannot afford paying and asked for the commercial rate percent.

Mr. Joshua Orozco asked if they could have data on how many customers are paying

more than the minimum or more than \$900.00, because It seems like most CRRUA customer are paying an average bill.

Mr. Brent Westmoreland replied that 30% of the customers are paying the minimum.

Mr. James O'Brien stated that for a customer to be getting \$300.00 bills it is because something else is going on. For normal water usage and rate is reasonable.

Mr. Brent Westmoreland informed the board members that he would email them the prior rate schedule.

Chair Councilor Olga Nunez stated that they need to also see how small business got impacted with the new rates.

Mr. Gerald Smola, Camino Real Media Services stated that many of the customers do not understand the bill. The bill carry different charges the water, wastewater, SCSWA and GRT.

Chair Councilor Olga Nunez stated that there are issues with some water bills she has with her that need to be addressed. Both bills have the same water consumption but the amount charged is different.

Mr. Brent Westmoreland stated that some customers only pay part of the bill building up a debt.

Mr. James O'Brien stated that also the meter size could be a factor to the cost.

Ms. Liliana Arevalo, CRRUA Office Manager asked for copies of the bills Chair Councilor Olga Nunez is talking about to help clear out the issues. She also stated that she will do a presentation on how the bill gets calculated.

Mr. Gerardo Ibarra agreed.

Councilor Alberto Jaramillo asked that if they run an audit on the bills they see are very High maybe that can help clear the issues.

Ms. Liliana Arevalo stated that all high water consumption bills are double checked and the customer is notified.

Mr. Gerardo Ibarra stated that for three meeting they have talked about the same issue and the same customers. He asked Ms. Liliana Arevalo to get the customer information from Chair Councilor Olga Nunez and help her clear the issue.

11. CLOSED SESSION

- A. THE CRRUA BOARD MAY GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL ISSUE INVOLVING THE EXECUTIVE DIRECTOR AS PROVIDED FOR IN SECTION 10-15-1 H (2) OF THE NM OPEN MEETINGS ACT.

Item moved to after item 10A.

12. OPEN SESSION

- A. THE BOARD MAY RECONVENE IN OPEN SESSION TO TAKE ACTION ON THE CLOSED SESSION ITEMS.

Item moved to after item 10A.

13. ADJOURNMENT

Chair Councilor Olga Nunez moved to adjourn the Camino Real Regional Utility Authority Meeting; the motion was seconded by Mr. Joshua Orozco. The motion carried a 6-0 vote.

The meeting adjourned at 8:35 p.m.

APPROVED AND ADOPTED on this 27th day of April 2020.


CAMINO REAL REGIONAL UTILITY AUTHORITY




Olga Núñez, Chair



Ramon Gonzalez, Vice-Chair



Alex Sierra Delegate of State Senator Joseph Cervantes,
Board Member



Joshua Orozco, Board Member



Manuel Sanchez, Board Member

Gerardo Ibarra Delegate of State Representative Ray Lara,
Board Member



Alberto Jaramillo, Board Member

ATTEST:

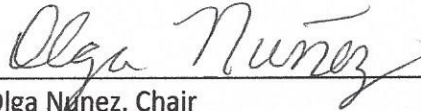


Camino Real Regional Utility Authority

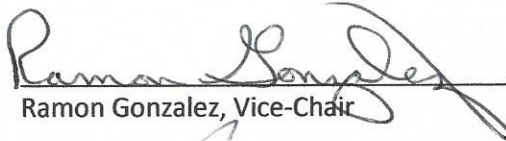
The meeting adjourned at 8:35 p.m.

APPROVED AND ADOPTED on this 27th day of April 2020.


CAMINO REAL REGIONAL UTILITY AUTHORITY



Olga Núñez, Chair



Ramon Gonzalez, Vice-Chair




Alex Sierra Delegate of State Senator Joseph Cervantes,
Board Member

Joshua Orozco, Board Member

Manuel Sanchez, Board Member

Gerardo Ibarra Delegate of State Representative Ray Lara,
Board Member



Alberto Jaramillo, Board Member

ATTEST:

Camino Real Regional Utility Authority