

MEETING MINUTES

ENMWUA Regular Board Meeting

DATE: Thursday March 24, 2022

LOCATION: Portales Memorial Building, 200 E. 7th Street, Portales, NM 88130

1 **1. Call to Order**

2 The meeting was called to order at 3:00 PM

3 **2. Roll Call**

4 Roll was called. The following ENMWUA Board Members were in attendance in-person: Chairman Morris, Vice-
5 Chairman Jackson, Secretary Bryant, Member Carter, Member Lucero, and Member Garza. ENMWUA
6 Administrator Orlando Ortega, ENMWUA staff, Robby Sanders with Smithco Construction, and Jim Honea with
7 Jacobs Engineering were also present. Members of the public that attended in person included Durward Dixon,
8 Mayor of Elida and Kent Terry, citizen of Logan, NM. Also available via phone was Kameron Barnett, ENMWUA
9 Attorney.

10 **3. Approval of Agenda**

11 A motion to approve the agenda was made and a roll call vote took place.

Result:	Approved by Vote (6-0)
Motion:	
Garza	
Second:	
Bryant	
Ayes: 6	
Nays: 0	

12 **4. Approval of Minutes**

13 a.) There was a motion to approve the minutes from the regular Board Meeting held on Thursday, February 24,
14 2022, at 3:00 p.m. at the Sitterly Professional Center, and a roll call vote took place.

Result:	Approved by Vote (5-0, 1 Abstained)
Motion:	
Carter	
Second:	
Garza	
Ayes: 5	
Nays: 0	

Abstain: 1
(Lucero)

15

16 **5. Public Input**

17 Members of the public that attended in-person included: Durward Dixon, Mayor of Elida, Kent Terry, a citizen of
18 Logan, NM. John Irizarry with the Bureau of Reclamation attended via phone. No public input was given.

19 **6. Monthly Financials**

20 a) Approval of Monthly Financials for the Month ending February 28, 2022 -Marez, Ortega.

21 Total revenues reported for the month ending February 28, 2022, in the amount of \$205,761.63. The revenues for
22 the month of February included the Town of Elida fiscal year 2022 annual membership contribution in the amount
23 of \$6,486.00. Reported interest earned from the ENMWUA money market account in the amount of \$980.09 and
24 USBR reimbursement of funds for FW3B work in the amount of \$236,946.54. Total expenditures for the month
25 ending February 28, 2022, were at \$619,867.16. The reported balances of the ENMWUA bank accounts at The
26 Citizens Bank were as followed: Business Checking account balance as of February 28, 2022, was \$722,344.19 and
27 reported as of March 24, 2022, the current balance of the Business Checking account is \$309,899.79. The balance
28 of the Money Market account as of February 28, 2022, was \$2,421,215.23 and balance as of March 24, 2022, is
29 \$2,697,773.14. The ENMWUA CD account balance as of February 28, 2022, was \$2,526,414.40 and the same balance
30 was reported as of March 24, 2022. The total balance of all Authority accounts as of February 28, 2022, was reported
31 at \$5,669,973.82. A motion was made for approval of monthly financials, and a roll call vote took place.

Result: Approved by Vote (6-0)

Motion:
Bryant

Second:
Jackson

Ayes: 6

Nays: 0

32 b) Approval of Monthly Bank Transfer Request from Money Market Account #7111 to Business Checking
33 Account #7101- Ortega. Ms. Marez presented the monthly bank transfer request in the amount of \$740,000.00
34 from the ENMWUA Money Market account to the ENMWUA Business Checking account. A motion was made for
35 approval, and a roll call vote took place.

Result: Approved by Vote (6-0)

Motion:
Lucero

Second:
Garza

Ayes: 6

Nays: 0

36 c) Consideration of Approval for Renewal of ENMWUA Certificate of Deposit for a Six-Month Term
37 beginning March 28, 2022- Ortega. Ms. Marez stated that the ENMWUA's Certificate of Deposit with Citizens
38 Bank will be maturing on March 28, 2022. The ENMWUA reached out to three local banks in the area and received
39 quotes. After review and discussion with the Finance Committee, a recommended was made to continue with the
40 Citizens Bank of Clovis at a rate of 0.6% for another 6-month term. A motion was made for approval, and a roll call
41 vote took place.

Result: Approved by Vote (6-0)

Motion:

Garza

Second:

Jackson

Ayes: 6

Nays: 0

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44 **7. New Business Items**

45 a.) Recommendation for Award of Contract for Insurance Consultant/Broker Services, RFP# 22-0224-01
46 Mr. Ortega stated that the ENMWUA has made every effort to receive as much involvement from potential bidders
47 for the Request for Proposal (RFP) as possible. Ms. Bowens stated that the purpose of the RFP was to solicit sealed
48 proposals to establish a contract through competitive negotiations for the procurement of insurance
49 broker/consultant services for the Authority. On March 15, 2022, the ENMWUA received two sealed proposals. The
50 Evaluation Committee met on 03/21/2022 and scored both proposals. The first bidder, USI received a total score of
51 68.34 and the second bidder, Hub International received a total score of 81.33. The recommendation for Award of
52 an Insurance Broker/Consultant Services Contract from the Evaluation Committee is to offeror Hub International
53 Insurances Services Inc. A motion was made for approval, and a roll call vote took place.

Result: Approved by Vote (6-0)

Motion:

Garza

Second:

Bryant

Ayes: 6

Nays: 0

54

55 **8. Unfinished Business- N/A**

56 **9. Report from Board Members and Staff**

57 a) FW2 and Intake Facility Operations & Maintenance Quarterly Report- Tharp

58 FW2- Mr. Tharp stated that he has continued to follow the required inspection of the FW2 pipeline on a monthly
59 basis. Mr. Tharp reported that the FW2 line is in good working condition and that he had no issues to report at this
60 time.

61 Intake Facility- Mr. Tharp stated he completed the intake facility's quarterly operations and maintenance the first
62 week in March. While at the intake facility, he stated that he repaired a small leak in the vault where the check
63 valves are located. Mr. Tharp also expressed some concerns regarding erosion.

64

65 b) Project Development Activities -Jacobs- Jim Honea

66 FW3A- Mr. Honea explained that as of March 16th there has been 48,124 liner feet of the 20" PVC that has been
67 installed. Mr. Honea stated that as of March 16th there has been 8,880 liner feet of fiber conduit installed. It was
68 indicated that Smithco Construction's second crew has arrived and been on site as of March 14, 2022. The second
69 crew has begun the installation of the ductile iron pipe (DIP). The Board was notified that the subcontractor finished
70 installing the casing pipe at the BNSF and 60/84 location on March 17th. Mr. Sanders from Smithco Construction
71 went into detail regarding to the upcoming schedule. Mr. Sanders explained that Smithco should be completing the
72 PVC install and while that installation is being complete over the then few weeks the second crew will begin the
73 ductile iron install. The only delay currently is receiving valves on site.

74 FW1- Mr. Honea notified the Board that easement acquisition is still ongoing. Currently, Jacobs is in coordination
75 with the ENMWUA on finishing up easement acquisition regarding 3 property owners. Jacobs is working towards
76 completing the 100% design for FW1. The bid ready documents, specifications, and drawings are targeted to be
77 ready for review in mid-April.

78 RW3- Mr. Honea explained that Jacobs is in the field work phase of the RW3 project. Field work is still underway,
79 with the survey field work completed. Jacobs Engineering is waiting for title reports to be completed. Geotechnical,
80 and corrosion field work is still ongoing and is scheduled for completion within the month of March. Mr. Honea
81 explained that Jacobs has started on the next phase of the RW3 project which is the preliminary hydraulic analysis
82 and the preliminary scour analysis.

83 FW3B- Jacobs is in the right-of-entry phase of the FW3B project. A couple of property owners still need to sign the
84 right-of-entry. The ENMWUA and Kameron Barnett continue to work with said property owners. All other property
85 surveying work has wrapped up and Jacobs is pending title reports. Mr. Honea explained that the corrosion survey
86 was complete in January and geotechnical investigation is still ongoing. The appraisal process is expected to begin
87 within the next couple of weeks.

88 Texico- Jacobs is supporting the ENMWUA during discussions with EPCOR. The updated alternative alignment study
89 is currently in the review process.

90 Overall Project Cost Estimate- Jacobs Engineering has started work on the Overall Cost Estimate. Mr. Honea
91 explained that currently an internal quality control review of the overall project cost estimate is being conducted
92 and should be delivered to the Authority in a week or so.

93 Raw Water 1, and Raw Water 2- Jacobs Engineering has started the right-of-entry phase.

94 Elida Lateral- Jacobs Engineering has begun the alignment study. The first step in the alignment study is a
95 preliminary hydraulics analysis.

96 c) Ute Reservoir USGS Report- Bowens. Currently the Ute Reservoir storage in ac/ft as of February 24, 2022,
97 was 143,100 ac/ft and as of March 24, 2022, was 142,000 ac/ft. Ms. Bowens explained that there was a decrease
98 of 1,100 ac/ft from February 24th to March 24th. The reported water surface elevation in feet as of February 24,

99 2022, was 3,777.54 ft and as of March 24, 2022, was 3,777.35 ft. Ms. Bowens explained that there was a decrease
100 of 2.28 inches.

101 d) State Activities- Thompson. Mr. Thompson was absent.

102 e) Federal Activities- Ryan. Mr. Ryan was absent.

103 f) Report from the Chair- Morris. Chairman Morris reported that he has been attending the Infrastructure Small
104 Working Group weekly meetings. During those meetings there has been discussion for outlining a plan regarding
105 the Infrastructure Bill funding the Authority will receive. The Chairman reported that within the month of March he
106 was able to meet with Representative Teresa Leger-Fernandez, Senator Ben Ray Lujan, and the Chief of Staff at
107 Senator Heinrich's office in DC.

108 g) Report from the Administrator- Ortega. Mr. Ortega stated that the Authority is using a strategic FW3A budget
109 drawdown schedule in order to pay contractor Smithco Construction. The budget drawdown schedule is a tool
110 created to ensure that as the ENMWUA uses the funding given to us from varies agency balance the needed match.
111 Mr. Ortega stated that Water Trust Board Loan, WPF-4817 funds secured and allocated for FW3A have now been
112 expended. WPF-4817 zeroed out with the FW3A pay app 7. The Water Trust Board funds remaining for WPF-5093
113 have been expended with FW3A pay app 8. The Authority is currently working towards expending SAP 20-E2156
114 STB funds. Mr. Ortega conveyed to the Board that The Water Trust Board funding application that the Authority
115 had applied for in August of 2021 has been recommended for award and is now being considered for additional
116 funding. Mr. Ortega explained that the ENMWUA is currently engaged in 9 different projects. He shared that the

117 **10. Future Agenda Items**

118 a) Next Regular Meeting, Date, Time, and Location: Thursday, April 28, 2022 at 3:00 p.m. at the City of Texico Senior
119 Center, 219 South Griffin Street, Texico, NM.

120 **11. Public Input**

121 No public input was given at this time.

122 **12. For the Good of the Order N/A**

123 **13. Executive Session †**

124 †Motion: to move into executive session to discuss limited personnel matters in accordance with 10 15-1 H (2),
125 NMSA 1978 of the New Mexico Open Meetings Act.

Result: Approved by Vote (6-0)

Motion:

Bryant

Second:

Jackson

Ayes: 6

Nays: 0

126
127 †Motion: to move back into open session was made. It was noted nothing was discussed other than limited
128 personnel matters in accordance with 10 15-1 H (2), NMSA 1978 of the New Mexico Open Meetings Act.

Result: Approved by Vote (6-0)
Motion:
Bryant
Second:
Garza
Ayes: 6
Nays: 0

129

130 A motion was presented by Vice-Chair Jackson to amend Administrator Ortega's employment contract to increase
131 his salary by 8%, after a unanimous decision by the Board. A second to the motion was made by Secretary Bryant,
132 and a roll call vote took place.

Result: Approved by Vote (6-0)
Motion:
Jackson
Second:
Bryant
Ayes: 6
Nays: 0

133

134 **14. Adjournment**

135 Meeting adjourned officially at 5:04 PM.

136 X  _____

137 Michael A. Morris
138 Chairman

139

X  _____

Chris Bryant
Secretary