

MEETING MINUTES

ENMWUA Regular Board Meeting

DATE: Thursday, November 16, 2023

LOCATION: Texico Community Building, 211 N. Griffin Street, Texico, NM

1 **1. Call to Order**

2 The meeting was called to order at 3:06 pm

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4 **2. Roll Call**

5 Roll was called, the following ENMWUA Board Members were in attendance in-person: Chairman Morris,
6 Secretary Bryant, Member Lucero, and Member Carter. Member Garza was absent and Vice-Chair Jackson was
7 present via teams. ENMWUA Administrator Orland Ortega and staff as well as ENMWUA Attorney Kameron
8 Barnett, Jim Honea and Wendy Christofferson with Jacobs Engineering, Joe Thompson with Thompson
9 Consulting, LLC and John Ryan with Capitol Consultants, LLC were both present via teams. Members of the
10 public that attended: Town of Elida Mayor Durward Dixon and Noelle Bartl.

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12 **3. Approval of Agenda**

13 A motion to adopt the agenda was unanimously approved.

Result: Approved by Vote (5-0)

Ayes: 5

Nays: 0

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15 **4. Approval of Minutes**

16 a) The Board unanimously approved the minutes from the Regular Board Meeting held on Thursday,
17 October 26, 2023, at 3:00 pm at the Portales Memorial Building, Portales NM, 88130.

Result: Approved by Vote (5-0)

Ayes: 5

Nays: 0

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19 **5. Public Input**

20 Chairman Morris addressed the public for any comments, and no public input was made at this time.
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22 **6. Monthly Financials**

23 a) Approval of Monthly Financials for the Month Ending October 31, 2023. – Ortega

24 Mr. Ortega reported total revenues for the month ending October 31, 2023, were in the amount of
25 \$1,444,036.47. Of that amount the Authority received revenue from State and Federal Funds for a total
26 of \$816,277.17 those included disbursement requests for SAP funds for Task Orders with Jacobs
27 Engineering. The Authority also received member contribution from the City of Portales for fiscal year
28 2023 in the amount of \$617,975.00. Village of Elida for fiscal year 2023 in the amount of \$8,624.00.
29 Interest earned for the month of October was \$1,160.30, expenditures reported for the month of October
30 2023, was \$919,242.31. Bank account balances reported as of October 31, 2023, were as follows:
31 ENMWUA business checking account had a balance of \$343,034.00, ENMWUA Money Market account
32 had a balance of \$2,047,442.20, Capital Construction account had a balance of \$19,450.00, Restricted –
33 ENMRWS Infrastructure had a balance of \$200,000.00, Restricted – Contribution to Debt Service had a
34 balance of \$936,614.01, ENMWUA CD (1-year term) had a balance of \$2,596,239.94, ENMWUA CD (6-
35 month term) had a balance of \$1,500,000.00. Reported as of November 16, 2023, ENMWUA business
36 checking account had a current balance of \$180,466.61, Money Market account had a balance of
37 \$3,227,175.21, Capital Construction account has a current balance of \$19,450.00, ENMWUA CD (1-year
38 term) had a balance of \$2,596,239.94, and ENMWUA (6-month term) had a balance of \$1,500,000.00. The
39 total balance of all Authority accounts as of November 16, 2023, was reported at \$7,523,331.76. A motion
40 was made for approval of the monthly financials, and a roll call vote took place.

Result: Approved by Vote (5-0)
Motion:
Lucero
Second:
Bryant
Ayes: 5
Nays: 0

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42 b) Approval of Monthly Bank Transfer Request from Money Market Account #7111 to Business Checking
43 Account #7101. – Ortega

44 Mr. Ortega informed the Board Members at this time the Authority is not requesting a monthly transfer
45 for funds.
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49 **7. New Business Items**

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a) Request for Approval of Raw Water Three (RW3) Pipeline Plans, Specifications, Construction Bid Package, and to Advertise Request for Proposals (RFP) 24-1217-01 for Pipeline Construction and Appointment of Evaluation Committee for Reviewing and Scoring Proposals. – Ortega, Jacobs, Bowens

Mr. Ortega informed the Board Members that this request for approval will allow the ENMWUA Chief Procurement Officer and Administration to move forward with soliciting Request for Proposals for RW3 pipeline construction and appoint an evaluation committee. He explained the Authority’s Administrator has been involved with the development of RW3 pipeline design through all of its phases. A presentation of the plans and specifications was presented to the Finance Committee on November 15th. Mr. Ortega announced at this time, if the Board allows, Jacobs Engineering will provide a review and some highlights of the final plans and specifications that are in the Authority’s bid documents. Mr. Honea with Jacobs Engineering reported the Raw Water 3 drawings and specifications. He explained that RW3 is 21.7 miles of 42” diameter welded steel pipe with 1 isolation valve vault, 10 air release vaults, and 6 blowoff vaults. Chief Procurement Officer Jacquelynn Bowens stated the RW3 procurement process started with RFP documents and specification approval from the ENMWUA stakeholders which include, the New Mexico Environment Department - Drinking Water Bureau, the New Mexico Environment Department – Construction Programs Bureau, and the USBR. The next step of the process is taking the RFP documents and specification to the Board for approval. On Sunday, December 17, 2023, the Authority will publicly publish notice of the intent to bid in the Eastern New Mexico News Paper. The bid will be publicly posted on the ENMWUA BidNet direct site on the same day. On Tuesday, January 9, 2023, a mandatory pre-proposal conference and site visit will be held at the Clovis Carver Library Ingram Room that morning and then continue with an on-site visit where interested contractors will drive the RW3 alignment. On Wednesday, March 13, 2024, proposals will be due electronically. During the week of April 8, 2024, an evaluation committee will meet and score all proposals received. In accordance with the ENMWUA purchasing policies and procedures manual Section 10.1.1 the ENMWUA has no standing RFP committees. The ENMWUA Board shall appoint a selection committee as needed. 10.1.2. unable to serve 10.1.2.1 if any committee member becomes unable to serve, the purchasing agent may select additional members as needed to ensure that the committee has at least a minimum of three members. Ms. Bowens reported the Authority Administration is suggesting a four-member committee 1 upper-level staff member from Clovis (Just Howalt), 1 Upper-level staff member from Portales, Wendy Christofferson from Jacobs Engineering, and ENMWUA Administrator Orlando Ortega for this proposed procurement. On April 25, 2024, the ENMWUA Administration along with Jacob’s Engineering will present an intent to award the RW3 construction contract for ENMWUA Board approval. Once approved the ENMUWA Administration will issue the RW3 award.

A motion was made for approval, and a roll call vote took place.

Result:	Approved by Vote (5-0)
Motion:	
Bryant	
Second:	
Carter	
Ayes: 5	

Nays: 0

87

88 b) Request for Approval of Easement Agreements with John Stanley Fury a/k/a J. Stanley Fury & Cathy J.
89 Fury and the ENMWUA for RW3 Pipeline Phase. – Ortega
90 Parcel No. 1 201 043 264 264 00 (Parcel RW3-U)

91 Mr. Ortega stated this is a permanent and temporary construction easement for the RW3 pipeline project.
92 The property owners have accepted the easements purchase offer and have signed all easement
93 agreements. The Authority makes a recommendation for the Board to approve these easement
94 agreements.

95 A motion was made for approval, and a roll call vote took place.

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Result: Approved by Vote (5-0)

Motion:
Carter

Second:
Bryant

Ayes: 5

Nays: 0

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98 c) Request for Approval of Easement Agreements with John Stanley Fury a/k/a J. Stanley Fury & Cathy J.
99 Fury and the ENMWUA for RW3 Pipeline Phase. – Ortega
100 Parcel No. 1 203 042 264 264 00 (Parcel RW3-W)

101 Mr. Ortega shared this is a permanent and temporary construction easement for the RW3 pipeline project.
102 The property owners have accepted the easements purchase offer and have signed all easement
103 agreements. The Authority makes a recommendation for the Board to approve these easement
104 agreements.

105 A motion was made for approval, and a roll call vote took place.

106

Result: Approved by Vote (5-0)

Motion:
Carter

Second:
Bryant

Ayes: 5

Nays: 0

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108 d) Request for Approval of Easement Agreements with Mackechnie Brothers, a New Mexico General
109 Partnership and the ENMWUA for RW3 Pipeline Phase. – Ortega
110 Parcel No. 1 201 047 132 396 00 (Parcel RW3-I)

111 Mr. Ortega explained this is a permanent and temporary construction easement for the RW3 pipeline
112 project. The property owners have accepted the easements purchase offer and have signed all easement

113 agreements. The Authority makes a recommendation for the Board to approve these easement
114 agreements.
115 A motion was made for approval, and a roll call vote took place.
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Result:	Approved by Vote (5-0)
Motion:	
Bryant	
Second:	
Lucero	
Ayes: 5	
Nays: 0	

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118 e) Request for Approval of Easement Agreements with Margaret Enill McWatson, Ronald S. Mackechnie,
119 Jason Tucker, Mike L. Mackechnie, and Thomas E. Mackechnie and the ENMWUA for RW3 Pipeline Phase.
120 – Ortega
121 Parcel No. 1 201 047 396 132 00 (Parcel RW3-J)
122 Mr. Ortega stated this is a permanent and temporary construction easement for the RW3 pipeline project.
123 The property owners have accepted the easements purchase offer and have signed all easement
124 agreements. The Authority makes a recommendation for the Board to approve these easement
125 agreements.
126 A motion was made for approval, and a roll call vote took place.
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Result:	Approved by Vote (5-0)
Motion:	
Carter	
Second:	
Bryant	
Ayes: 5	
Nays: 0	

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129 f) Request for Approval of Easement Agreements with Mackechnie Brothers, a New Mexico General
130 Partnership and the ENMWUA for RW3 Pipeline Phase. – Ortega
131 Parcel No. 1 201 044 132 396 00 (Parcel RW3-R)
132 Mr. Ortega reported that this is a permanent and temporary construction easement owned by
133 Mackechnie Brothers, a New Mexico General Partnership for the RW3 pipeline project. The property
134 owners have accepted the easements purchase offer and have signed all easement agreements. The
135 Authority makes a recommendation for the Board to approve these easement agreements.
136 A motion was made for approval, and a roll call vote took place.
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Result:	Approved by Vote (5-0)
Motion:	

Bryant

Second:
Carter

Ayes: 5

Nays: 0

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139 **8. Unfinished Business – N/A**

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141 **9. Reports from Board Members and Staff**

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143 a) State Activities – Thompson

144 Mr. Thompson explained that he spoke with Administrator Ortega about different strategies approaching
145 the Legislature and the Executive in the 2024 session. He shared that there have been conversations in
146 Santa Fe regarding unspent Capital Outlay dollars and he believes that there will be a reversion bill
147 introduced where they would take Capital projects that may be at a certain percentage of funding or may
148 be projects that have been reauthorized more than once and are not on track. He advised that he would
149 like to get some direction from the Board Members in terms of exactly what the thoughts are on
150 approaching the Legislature and the Executive with in the 2024 Session.

151

152 b) Federal Activities – Ryan

153 Mr. Ryan expressed his frustration at the funding level that was received, however he explained that they
154 did not allocate all the infrastructure dollars for this fiscal year for some reason. Mr. Ryan reported they
155 took a chunk of the money and distributed small amounts to each of the rural water projects across New
156 Mexico. Mr. Ryan stated that he received phone calls from Senator Heinrich's Office asking if the allocated
157 amount was satisfactory. He advised that after speaking with ENMWUA Administrator Ortega they agreed
158 that the allocated amount that was received would not allow the project to stay on schedule for
159 completion in 2029. He informed the Board members that Senator Heinrich has asked the Authority to
160 put together a draft letter for him to submit to the Department of Interior to request additional money in
161 this fiscal year.

162

163 c) Project Development Activities – Jacobs, Jim Honea

164 FW1 – Mr. Honea advised pipe installation is 12% complete, clearing and grubbing is 57% complete, and
165 Temporary orange fencing is 55% complete. The floors have been constructed on the pressure reducing
166 vault and are currently putting up the walls.

167 RW3 – Mr. Honea stated they are preparing final Bid documents for bidding.

168 FW3B – Mr. Honea reported submittals and request for information process is ongoing.

169 Texico Lateral – Mr. Honea informed Board members that Texico Lateral is currently on hold.

170 RW1/RW2 – Mr. Honea reported Jacobs is progressing 60% design on both projects.

171 Elida Lateral – Mr. Honea shared the design team is progressing 60% design.

172 Pump Stations/Tanks – Mr. Honea advised the design team is progressing 60% design. Mr. Honea then
173 presented an architectural spotlight.

174 Water Treatment Plant – Mr. Honea stated Jacobs is revising alternatives tech memo based on USBR
175 comments.

176

177 d) Ute Reservoir USGS Report – Bowens

178 Currently the Ute Reservoir Storage in ac/ft as of October 17, 2023, the Reservoir was at 167,400 ac/ft
179 and as of today November 16, 2023, was reported at 164,200 ac/ft for a loss of 3,200 ac/ft. The Ute
180 Reservoir Water Surface Elevation in ac/ft as of October 17, 2023, was reported at 3,782.88 ft and as of
181 today November 16, ,2023, was reported at 3,782.37 ft for a loss of 6.12 inches.

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183 e) Report from the Chair – Morris

184 Chairman Morris expressed that it was an honor to welcome the Chief Secretary of Interior and the Bureau
185 Commissioner last month. Chairman Morris shared the Authority asked for a meeting with the Texico City
186 Council to discuss the Texico Lateral. He stated that it was decided to put the Texico Lateral design on hold
187 for the time being so that the Texico City Council may have further discussion.

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189 f) Report from the Administrator – Ortega

190 Mr. Ortega thanked the City of Clovis for always going above and beyond to help the Authority with
191 anything that we may need for the events. Administrator Ortega reported that he has had a chance to
192 meet with the Bureau Representatives in reference to the waiver process. He advised that the Authority
193 has been busy wrapping up easement acquisition on RW3 and then moving on to RW 1 & 2. He informed
194 the Board members that Finished Water 3B would start to see activity around February.

195

196 **10. Future Agenda Items**

197 a) Next Regular Meeting, Date, Time, and Location: Thursday, January 25, 2024, at 3:00 p.m. at the Clovis Carver
198 Library (Ingram Room), 701 N. Main Street, Clovis, NM 88101.

199 **11. Public Input**

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201 **12. For the Good of the Order**

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203 **13. Adjournment**

204 Meeting adjourned officially at 4:19 pm

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X 

206 Michael A. Morris
207 Chairman

X 

Chris Bryant
Secretary