ENMWUA Regular Board Meeting

DATE: Thursday, April 24, 2025

LOCATION: Clovis Carver Library (Ingram Room), 701 N. Main Street, Clovis NM, 88101.

1. Call to Order

The meeting was called to order at 3:00 pm

2. Roll Call

Roll was called, the following ENMWUA Board Members were in attendance in-person: Chairman Morris, Secretary Bryant, Member Garza, Vice-Chair Lucero, Member Merrick, and Member Dixon. Also in attendance were ENMWUA Administrator Orlando Ortega, Deputy Administrator Jacquelynn Bowens, ENMWUA Attorney Kameron Barnett, Jim Honea, Jared Lam, Kent Bienlien, Myles Prysby, and Wendy Christofferson with Jacobs Engineering. Members of the public that attended: Grant McGee from the Eastern New Mexico News, Texico City Councilman Max Carter, Joseph Hernandez with Oscar Renda Contracting, Inc., Mark Huerta with EPCOR, and Robby Sanders with Smithco Construction.

3. Approval of Agenda

A motion to adopt the agenda was unanimously approved.

Result:	Approved by Vote (6-0)
Ayes: 6	
Nays: 0	

4. Approval of Minutes

a) The Board unanimously approved the minutes from the Regular Board Meeting held on Thursday, March 27, 2025, at 3:00 pm at the Portales memorial Building, 200 E 7th Street, Portales NM, 88130.

Result:	Approved by Vote (6-0)
Ayes: 6	
Nays: 0	

5. Public Input

Chairman Morris addressed the public for any comments, and no public input was made at this time.

6. Monthly Financials

a) Approval of Monthly Financials for the Month Ending March 31, 2025. – Ortega

Mr. Ortega reported on financial activities for the month of March that included administrative, professional services, and capital construction. Total revenues reported for the month ending March 31, 2025, were in the amount of $4,459,183.77. Interest earned for the month of March 2025 was $8,320.19. Expenditures reported for the month ending March 31, 2025, were a total of $4,511,552.19. The total balance of all Authority accounts as of March 31, 2025, was reported at $9,475,967.82.

A motion was made for approval of the monthly financials, and a roll call vote took place.

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

b) Request for Approval to Transfer Remaining Citizens Bank of Clovis Money Market Account #7111 Funds to the Business Checking Account #7101 and Permanently Close Money Market Account #7111. – Ortega

Mr. Ortega informed the Board Members that, due to the creation of the Local Government Investment Pool, the Money Market Account is no longer necessary. He recommended transferring the remaining Money Market funds to the Business Checking Account and closing the Money Market Account.

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

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

c) Approval of Monthly Bank Transfer Request from ENMWUA LGIP Account STO# 8043 to Business Checking Account #7101. – Ortega

Mr. Ortega advised the Board Members at this time the Authority is requesting a monthly transfer for funds in the amount of $102,000.00.

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

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

7. New Business Items

<u>a) Engineer Recommendation of Award for the Eastern New Mexico Rural Water System Texico Lateral Pipeline Construction to Harper Brothers Construction, LLC. – Ortega, Jacobs</u>

Mr. Ortega reported that Chief Procurement Officer Jacquelynn Bowens published the invitation to bid for the Texico Lateral Pipeline on January 26, 2025. The notice appeared in the local newspaper, on BidNet Direct, and on the Authority's website. The proposals were due by 3:00 p.m. on Wednesday, March 26, 2025. Mr. Ortega stated that Jacobs Engineering has completed its review and due diligence, which included evaluating the contractor's qualifications, bonding and insurance, references, and safety record. Mr. Ortega then invited Deputy Administrator Jacquelynn Bowens to provide additional details regarding the procurement process. Ms. Bowens explained that the bid for the Texico Lateral Pipeline was published on January 26, 2025. A pre-bid conference took place on February 12, 2025, and the submission deadline was March 26, 2025. She noted that three bids were received and reviewed. Ms. Bowens confirmed that the bidding process complied with procurement standards outlined in State Statute 13-1-108. Jim Honea with Jacobs Engineering delivered a detailed PowerPoint presentation outlining the recommendation of award.

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

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

b) Request for Approval Authorizing ENMWUA Administrator to Sign Notice of Award for Texico Lateral Pipeline Construction. – Ortega

Mr. Ortega explained that, if approved, he would be authorized to sign the prepared award letter and deliver it to the contractor.

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

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

c) Request for Approval to Purchase Real Estate Property located at 5140 North Prince Street for Use of Offices/Headquarters for the Eastern New Mexico Water Utility Authority and Authorize Transfer of Funds for said Purchase. – Ortega, Barnett

Legal Description: North Clovis Commercial Park Lot 14 Less E 30.06" with property, Clovis, Curry County, New Mexico.

Mr. Ortega shared that the ENMWUA has been actively seeking a suitable property to serve as its offices and headquarters. He stated that this particular property was brought to the Authority's attention by realtor Brett Johnson of Town and Country Real Estate, Inc. Following several weeks of due diligence by the ENMWUA, an offer was submitted and subsequently accepted.

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

Result:	Approved by Vote (6-0)
Motion: Merrick	
Second: Dixon	
Ayes: 6	
Nays: 0	

d) Request for Approval of a Professional Services Agreement between the Eastern New Mexico Water Utility Authority and The Ferguson Group for Federal Advocacy Services. – Ortega

Mr. Ortega explained that this is a professional services agreement for federal advocacy on behalf of the ENMWUA. He noted that the ENMWUA Administration has been actively working to identify additional Capitol Hill advocacy support to help enhance the Authority's potential for securing future funding.

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

Result:	Approved by Vote (6-0)

Motion: **Bryant**	
Second: **Garza**	
Ayes: 6	
Nays: 0	

e) Request for Approval of a Professional Services Agreement between the Eastern New Mexico Water Utility Authority and Blake Curtis in providing Expert Consultation with Land Restoration Initiatives on an As Needed Basis. – Ortega, Bowens

Mr. Ortega stated the one-year as needed professional services contract with Mr. Curtis is coming to an end and is up for renewal. The administration recommends the renewal of this contract.

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

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

f) Recommendation for Approval of Financial Management Policies and Procedures. – Bowens

Deputy Administrator Jacquelynn Bowens presented the Financial Management Policies and Procedures, emphasizing that the policy is designed to help the Authority remain committed to sound organizational practices and to maximize the use of all available resources. She then provided the Board Members with a detailed report outlining the recommended changes.

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

Result:	Approved by Vote (6-0)
Motion: **Lucero**	
Second: **Merrick**	
Ayes: 6	
Nays: 0	

g) Recommendation for Approval of Notice of the Right to Request Public Records and Request for Public Records Form. – Bowens, Barnett

Deputy Administrator Jacqulynn Bowens explained that the notice regarding the right to request public records serves as a policy to ensure the Authority complies with State Statute 14-2-1, also known as the New Mexico Inspection of Public Records Act. She also presented all the recommended policy changes to the Board Members.
A motion was made for approval, and a roll call vote took place.

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

<u>h) Recommendation for Approval of ENMWUA Vehicle Use Policy. – Bowens</u>
Ms. Bowens stated that the ENMWUA vehicle use policy is intended to clearly define the rules and requirements for individuals authorized to operate the Authority's vehicles. She also reviewed and explained all recommended changes to the Board Members.
A motion was made for approval, and a roll call vote took place.

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

8. Unfinished Business – N/A

9. Reports from Board Members and Staff

<u>a) Federal Activities – Ryan</u>
Mr. Ryan reported activities occurring with the new Administration and Congress.

<u>b) State Activities – Thompson</u>
Absent

<u>c) Project Development Activities – Jacobs, Jim Hones, Kent Bienlien</u>

FW1 – Joseph Hernandez with Oscar Renda Contracting, Inc advised pipe installation is 99% complete (approx. 15.4 miles), temporary fencing is 100% complete (approx. 13.6 miles), vaults are currently in progress 70% complete on CARV/BO/ISO/ PRV vaults. Fiber optic conduit installation is 99% complete (approx. 15.4 miles) and restoration (topsoil replacement is 95% complete (approx. 14.7 miles).
FW3B – Robby Sanders with Smithco Construction reported vaults CARV1, BO1 and Elida turnout are 80% complete, fiber optic installation is 46% complete (approx. 2.5 miles), topsoil removal is 85% complete (approx. 4.8 miles), temporary fencing is 85% complete (approx. 9.6 miles), and pipe installation is 78% complete (approx. 4.3 miles).
RW3 – Kent Bienlien with Jacobs Engineering stated trenchless casing installation on all highway crossings have been completed. Topsoil removal starts in April, fencing install continues south of the staging area at highway 209. Mr. Bienlien reported substantial completion date is scheduled for April 17, 2027, with the final completion date being set for June 15, 2027.
RW1A – Mr. Honea with Jacobs Engineering advised Jacobs is targeting bid advertisement for June 2025.
RW1B – Mr. Honea explained Jacobs is targeting completion of 100% permitting for July 2025, with bid documents target completion set for September 2025.
RW2 - Mr. Honea explained Jacobs is targeting completion of 100% permitting for July 2025, with bid documents target completion set for September 2025.
Texico Lateral – Mr. Honea stated recommendation of award and notice of award was approved today, April 24, 2025, and Jacobs plans to have the executed contract come before the Board Members at the May 22, 2025, Board meeting.
Elida Lateral – Mr. Honea shared Jacobs is targeting submitting the 60% design in May 2025.
Intake Pump Station – Mr. Honea explained the stamped bid documents have been submitted and are ready to bid once the funding's available.
Caprock Pump Station – Mr. Honea advised the stamped bid documents have been submitted and are ready to bid once the funding's available.
Water Treatment Plant – Mr. Honea stated that Jacobs is currently working on a schedule with Smithco Construction looking to have Pilot operational by September. Mr. Honea shared that Jacobs is working to finalize basis of design report and permit application.

b) Ute Reservoir USGS Report – Bowens

Currently the Ute Reservoir Storage in ac/ft as of March 25, 2025, the Reservoir was at 187,700 ac/ft and as of today April 24, 2025, was reported at 186,000 ac/ft for a loss of 1,700 ac/ft. The Ute Reservoir Water Surface Elevation in ac/ft as of March 25, 2025, was reported at 3,785.94 ft and as of today April 24, 2025, was reported at 3,785.67 ft for a loss of 3.24 inches.

e) Report from the Chair – Morris

Chairman Morris reported that he and Administrator Ortega attended the Canadian River Compact Commission meeting in March, marking their second consecutive year of participation. He expressed his interest in continuing to attend the meeting annually. He advised that he and Administrator Ortega presented on the Eastern New Mexico Rural Water System Project and were able to provide an update to the Canadian River Commission and their staff.

f) Report from the Administrator – Ortega

Mr. Ortega stated that the ENMWUA Administration and Staff are busy working on budget, reporting and all aspects of the ENMRWS project.

10. Future Agenda Items

a) Next Regular Meeting, Date, Time, and Location: Thursday, May 22, 2025, at 3:00 p.m. at the Elida Community Center, 704 State Street, Elida NM.

11. Public Input

12. For the Good of the Order

13. Adjournment

Meeting adjourned officially at 5:15 pm

X

Michael A. Morris
Chairman

X

Chris Bryant
Secretary