ENMWUA Regular Board Meeting

DATE: Thursday, August 22, 2024

LOCATION: Clovis Carver Library, Ingram Room 701 N. Main St Clovis NM, 88101

1. Call to Order

The meeting was called to order at 3:01 pm

2. Roll Call

Roll was called, the following ENMWUA Board Members were in attendance in-person: Secretary Bryant, Member Garza, Chairman Morris, Vice-Chair Lucero, and Member Dixon. ENMWUA Administrator Orlando Ortega and staff as well as ENMWUA Attorney Kameron Barnett, Wendy Christofferson and Kent Bienlien with Jacobs Engineering, Richard Olmos with Oscar Renda, and Robby Sanders with Smithco. Joining electronically through teams: Member Merrick, Joe Thompson with Thompson Consulting, John Ryan with Capitol Consultants and Kevin Neilson Global Senior Technologist with Jacobs Engineering. Members of the public that attended: Eastern New Mexico News Matt Weiner, Mark Huerta with EPCOR, Rodney Parrs with the Village of Logan, Madeline Hettinga, Linda Palla, Wayne Palla, Eric Palla, and Mark Teshima.

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, July 25, 2024, at 3:00 pm at the City of Clovis (Assembly Room) Clovis NM, 88101.

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 July 31, 2024. – Ortega

Mr. Ortega reported the total revenues for the month ending July 31, 2024, were in the amount of $3,974,117.44. Of that money the authority received revenue from USBR Grant Funds FW3, FW1, and overall. Expenditures reported for the month ending July 31, 2024, were a total of $4,044,110.92. Bank account balances reported as of July 31, 2024, were as follows; the Checking Account had a balance of $343,010.41, Capital Construction account had a balance of $17,255.13 ENMWUA Money Market account had a balance of $1,223,387.84, ENMWRS Infrastructure balance was $200,000.00, Contribution to Debt account had a balance of $936,614.01, ENMWUA CD #6325 had a balance of $2,596,239.94 and ENMWUA CD #6326 had a balance of $1,537,602.74. The total balance of all authority accounts was reported at $6,854,110.07. A motion was made for approval, and a roll call vote took place.

Result: Approved by Vote (6-0)

Motion:
Dixon

Second:
Garza

Ayes: 6

Nays: 0

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

Mr. Ortega informed the Board Members at this time the authority is requesting a $51,000.00 Transfer of Funds. 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

7. New Business Items

<u>a) Recommendation for Adoption of Updated Purchasing Policies and Procedures Manuel. – Bowens</u>
Chief Procurement Officer Jacquelyn Bowens reported to the Board Members that the ENMWUA must have purchasing policy and procedures to ensure that public funds are spent responsibly, with transparency and accountability. This helps prevent corruption, promotes fair competition among suppliers, and ensures that taxpayer money is used efficiently for the public good.

Proposed changes are as follows:

Section 9 (policy pg. 11)

1. Deleted Multiple Source Contracts for Architectural and Engineering Services Contracts. The ENMWUA Administration has determined that this section is not applicable to the Authority's operations. The Administration believes there will be no instances where this section of the purchasing policies and procedures will need to be used. If multiple source contracts for architectural and engineering service contract are needed in the future the ENMWUA plans on following NM § 13-1-154.

Appendix A (policy pg.19)

1. Clarified the language section 1 and 5 to specify that only electronic submissions of bids will be accepted.
2. Language has been changed to ensure that Appendix A is gender neutral.
3. Invitation to bid (policy pg. 25) proposed changes to clearly state that only electronic bids will be accepted.

Other Changes:

1. Updates consist of date adjustments, formatting improvements, and grammatical corrections.
   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

b) Request for Approval of an Easement Agreement with Jason Henderson and Robyn Henderson and the ENMWUA for the Texico Lateral Pipeline Phase. – Ortega
Parcel No. 1 220 010 142 397 00 (Parcel T-29)

Administrator Ortega stated this is a permanent easement agreement for the Texico Lateral pipeline project. He advised that the property owner has accepted the easement purchase offer and has signed the agreements.

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	

c) Request for Approval of an Easement Agreement with Randy B. Skaggs and Tanya K. Skaggs and the ENMWUA for the Texico Lateral Pipeline Phase. – Ortega
Parcel No. 1 220010 128 397 00 (Parcel T-30)

Administrator Ortega explained this is a permanent easement agreement for the Texico Lateral pipeline project. He reported that the property owner has accepted the easement purchase offer and has signed the agreements.

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	

8. Unfinished Business – N/A

9. Reports from Board Members and Staff

a) State Activities – Thompson

Mr. Thompson shared that he was going to set up a meeting with the new state engineer and possibly a trip to Santa Fe in the near future to try to meet, as well as following up with Finance Committee.

b) Federal Activities – Ryan

Mr. Ryan announced that the trip to Washington D.C went extremely well. He stated that the progress moving forward will be lots of great effort and provided detailed specifics on meetings for the future.

c) Project Development Activities – Jacobs/Smithco

FW1 – Kent Bienlien informed that the pipe installation was 81% complete (approx. 12.5 miles), Temp Fence 95% complete (approx. 13 miles), vaults in progress 33% complete on CARV/BO/SO/PRV vaults, Fiber optic conduit installation 90% complete (approx. 13.8 miles), and restoration (topsoil replacement 46% complete (approx. 7.17 miles). Robbie Sanders with Smithco reported that FW3B is moving along on the project and overall excited to keep going.

RW1/RW2 – Ms. Christofferson reported that RW1A and RW1B Jacobs is progressing 100% design. RW2, Jacob is progressing 60% design.

RW3 – Ms. Christofferson announced that Jacobs has started construction premobilization with the harper brothers, and they are starting to submit their paperwork and pipe submittals.

FW3B – Ms. Christofferson explained that the construction phase is getting started with clearing and grubbing board pits on HWY 467.

Elida Lateral – Ms. Christofferson informed the board members that Jacobs is progressing with a 30% design.

Texico Lateral Ms. Christofferson shared that the Jacobs is working hard on 100% permitting set to NMED for review and moving towards a bid to go out in December 2024.

Intake Pump Station – Ms. Christofferson stated that Jacobs is progressing to a 100% permit for both the pump stations and tanks. She said that Jacobs is on target to submit to the permitting agencies in December or possibly sooner.

Caprock Pump Station – Ms. Christofferson advised Jacobs is progressing 100% design.

Water Treatment Plant – Ms. Christofferson informed the Board Members that it is being finalized for internal review and some coordination is being done through CES.

d) Ute Reservoir USGS Report – Bowens

Currently the Ute Reservoir Storage in ac/ft as of July 15, 2024, the Reservoir was at 153,300 ac/ft and as of August 14, 2024, was reported at 172,100 ac/ft for a gain of +18,800 ac/ft. The Ute Reservoir Water Surface Elevation in ac/ft as of July 15, 2024, was reported at 3,780.58 ft and as of August 14, 2024, was reported at 3,783.61 ft for a gain of +3.03 inches.

e) Report from the Chair – Morris

Chairman Morris expressed that the meetings in Washington DC went well and expressed his excitement of continuously moving forward with the project. He also mentioned that the New Mexico Municipal League conference went great and there was conversation of long-term planning and near-term action for water security.

f) Report from the Administrator – Ortega

Mr. Ortega reported to the board the FY2025 annual budget was approved by the New Mexico Department of Finance and Administration. He stated that ENMWUA has 28 Budgeted Capital projects for FY2025 and is currently undergoing an audit that the ENMWUA is familiar with. For upcoming events Mr.

Ortega mentioned the Groundbreaking Ceremony Coming up and is going to take place Thursday, September 19, 2024, and reminders will be sent out.

10. Future Agenda Items

a) Next Regular Meeting, Date, Time, and Location: Thursday, September 26, 2024, at 3:00 p.m. at the Clovis Carver Library (Ingram Room), 701 N Main St, Clovis NM 88101.

11. Public Input

12. For the Good of the Order

14. Adjournment

Meeting adjourned officially at 4:21 pm

X ______________________ X ______________________

Michael A. Morris
Chairman

Chris Bryant
Secretary