ENMWUA Regular Board Meeting

DATE: Thursday, August 28, 2025

LOCATION: ENMWUA Conference Room, 5140 N. Prince 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, and Member Merrick, Member Carter was absent. Also, in attendance ENMWUA Deputy Administrator Jacquelynn Bowens and staff as well as ENMWUA Attorney Kameron Barnett, Jim Honea, Kent Bienlien, Brian Ault, Bryor Price and Lindsay Atkinson with Jacobs Engineering. Members of the public that attended: Grant McGee from the Eastern New Mexico News.

3. Invocation

Chairman Morris delivered an invocation prior to the commencement of the Board meeting.

4. Pledge of Allegiance and Salute to the New Mexico Flag

Chairman Morris led the Board members in reciting the Pledge of Allegiance to the United States Flag and the Salute to the New Mexico Flag.

5. Approval of Agenda

A motion to adopt the agenda was unanimously approved.

Result:	Approved by Vote (5-0)
Ayes: 5	
Nays: 0	

6. Approval of Minutes

a) The Board unanimously approved the minutes of the Regular Board Meeting held on Thursday, July 17, 2025, at 2:00 pm at the ENMWUA Conference Room, Clovis NM, 88101.

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

7. Public Input

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

8. Monthly Financials

a) Approval of Monthly Financials for the Month Ending July 31, 2025. – Bowens

Ms. Bowens reported on financial activities for the month of July that included administrative, professional services, and capital construction. Total revenues reported for the month ending July 31, 2025, were in the amount of $4,189,809.92. Interest earned for the month of July 2025 was $14,338.91. Expenditures reported for the month ending July 31, 2025, were reported at $4,323,387.66.

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

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

b) Approval of Monthly Bank Transfer Request from ENMWUA LGIP Account STO# 8043 to Business Checking Account #7101. - Bowens

Ms. Bowens informed the Board Members at this time the Authority is requesting a monthly transfer of funds in the amount of $253,000.00.

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

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

Ayes: 5	
Nays: 0	

c) Approval of Annual Bank Transfer Request from Business Checking Account #7101 to ENMWUA LGIP Account STO# 8043 via Wire Transfer. – Bowens

Ms. Bowens reported that the Authority is requesting a wire transfer of FY 2026 member contributions, totaling $3,545,917.00, from the ENMWUA Business Checking Account to the LGIP Account. She noted that transfers will be made as contributions are received. This item has been reviewed and approved by the ENMWUA Finance Committee.

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

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

9. New Business Items

a) Request for Approval of Raw Water 3 (RW3) Request for Quotation (RFQ) #002. – Bowens, Honea

Ms. Bowens stated that the ENMWUA received RW3 RFQ #002 on July 30, 2025. The proposal exceeds the $50,000.00 threshold previously approved by the Board for the administrator to act independently. As a result, the Finance Committee has reviewed and approved moving this item forward for full Board consideration. Ms. Bowens then asked Jim Honea with Jacobs Engineering to provide further details on the RW3 RFQ #002. Mr. Honea explained that the project involves extending the pipeline by approximately 3,000 feet onto property that was not originally acquired at the time of the initial bid. Now that the property is purchased, the extension can proceed. He noted that this pipeline extension will be necessary in the future, and it is more efficient to complete the work now while the current contractor is already on-site.

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

Result:	Approved by Vote (5-0)
Motion: **Merrick**	
Second: **Garza**	
Ayes: 5	
Nays: 0	

b) Request for Approval of ENMWUA Texico Lateral Interim Operations & Maintenance Agreement. – Bowens

Ms. Bowens reported that the City of Texico signed the Operations and Maintenance Agreement on August 12, 2025. Under this agreement, the city will be responsible for maintaining the Texico Lateral line during the interim period. She outlined both Texico's and ENMWUA's obligations and the responsibilities under the agreement. Ms. Bowens also announced that, once completed, the Texico Lateral will be the first fully operational line within the ENMRWS.
A motion was made for approval, and a roll call vote took place.

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

c) Recommendation for Adoption of Updated Purchasing Policies & Procedures Manuel. – Bowens

Ms. Bowens presented proposed updates to the ENMWUA Purchasing Policy and Procedures to ensure responsible, transparent, and accountable use of public funds. Changes include updating the title from Administrator to Executive Director to reflect the current organizational structure. Additionally, a policy amendment to Section 4.2 (Page 5) was recommended by the Finance Committee to limit single transactions for goods and services to $20,000. Transactions exceeding this amount will require Finance Committee review prior to approval.
A motion was made for approval, and a roll call vote took place.

Result:	Approved by Vote (5-0)
Motion: Garza	
Second: Merrick	
Ayes: 5	
Nays: 0	

d) Recommendation for Adoption of an ENMWUA Employee Handbook. – Bowens, Barnett

Ms. Bowens emphasized the importance of the employee handbook in ensuring consistent employment practices, reducing risk, and providing legal protection for the Authority. The handbook was thoroughly reviewed by the Development and Policy Committee, legal counsel Kameron Barnett, and payroll specialist Mandi Aldaz from Hinkle and Landers. ENMWUA Attorney Kameron Barnett stated that he has reviewed and approved the employee handbook, noting no discrepancies.
A motion was made for approval, and a roll call vote took place.

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

e) Request for Approval of NM State Land Office Right-of-Way Easement No. R-42562 Eastern NM Rural Water System Raw Water 1. – Bowens

Ms. Bowens advised that this agreement grants the ENMWUA a Right-of-Way for the RW1 pipeline project from the State of New Mexico and will be sent to the State Lands Commissioner for final approval and execution.

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

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

10. Unfinished Business – N/A

11. Reports from Board Members and Staff

a) State Activities – Thompson

Mr. Thompson was not present.

b) Federal Activities – Ryan

Mr. Ryan reported on federal activities.

c) Project Development Activities – Jacobs, Jim Honea

FW1 – Kent Bienlien with Jacobs Engineering advised pipe installation is 100% complete, temporary fence removal is 100% complete, vaults are complete except surface features, fiber optic conduit installation is 100% complete except final connection, and restoration is 99% complete (vault areas remain).

FW3B – Robbie Sanders with Smithco Construction reported vaults are 100% complete except punch list, fiber optic is 100% complete, topsoil restoration is 100% complete, temporary fencing is 100% complete, and pipe installation is 100% complete. Final completion is scheduled for September 18, 2025.

RW3 – Sam Montoya with Harper Brothers Construction stated pipe installation began on July 8, 2025, topsoil removal is 32% complete (approx. 7 miles), temporary fencing installation is 60% complete (approx. 21.5 miles), pipe installation is 2.45% (approx. 0.53 miles). Final completion is scheduled for June 16, 2027.

RW1A – Mr. Honea reported Jacobs is determining bid advertisement date.

RW1B/RW2 – Mr. Honea reported target completion for 100% permitting is scheduled for October 2025. Target completion for bid documents is scheduled for January 2026.

Elida Lateral – Mr. Honea shared current schedule to start 90% design Fall 2025.

Texico Lateral – Mr. Honea stated submittal/RFI is currently in progress. Coordination with EPCOR on new potential conflict along NM 523 is ongoing.

Intake Pump Station – Mr. Honea explained Jacobs stamped bid ready documents have been submitted.

Caprock Pump Station – Mr. Honea advised Jacobs has submitted the stamped bid ready documents.

Water Treatment Plant – Bryor Price of Jacobs Engineering delivered a PowerPoint presentation highlighting the deep well injection process.

d) Ute Reservoir USGS Report – Bowens

Currently the Ute Reservoir Storage in ac/ft as of July 29, 2025, the Reservoir was at 200,100 ac/ft and as of today August 28, 2025, was reported at 199,100 ac/ft for a loss of 1,000 ac/ft. The Ute Reservoir Water Surface Elevation in ac/ft as of July 29, 2025, was reported at 3,787.68 ft and as of today August 28, 2025, was reported at 3,787.55 ft for a loss of 1.56 inches.

e) Report from the Chair – Morris

Chairman Morris praised Ms. Bowens, Ms. Gonzalez, Ms. Sutherland, Ms. Navarrete, the ENMWUA staff for their exceptional management of daily operations, including coordination with contractors, legal teams, and land restoration. He highlighted the team's efficiency and commitment to the Authority's important mission, expressing appreciation for the ongoing improvements at headquarters.

f) Report from the Deputy Director – Bowens

Ms. Bowens reported that during the month of August, staff processed four pay applications, reviewed Jacobs invoices, and issued 49 purchase orders. She noted that building improvement projects are currently in progress. Ms. Bowens requested that Board members review the Willoughby & Willoughby letter included in the Board meeting binders. She also informed the Board that the ENMWUA annual audit is scheduled to begin on October 1 and conclude on December 15.

12. Future Agenda Items

a) Next Regular Meeting, Date, Time, and Location: Thursday, September 25, 2025, at 3:00 p.m. at the ENMWUA Conference Room, 5140 N. Prince Street, Clovis NM, 88101.

13. For the Good of the Order

14. Adjournment

Meeting adjourned officially at 4:33 pm

X	X
Michael A. Morris	Chris Bryant
Chairman	Secretary