

Camino Real Regional Utility Authority
City of Sunland Park/Dona Ana County Joint Utility Authority
Gadsden Independent School District- Board Room
4950 McNutt Rd, Sunland Park, New Mexico 88063
Monday March 11, 2019
5:30 p.m.

MINUTES

A Regular Meeting of the Camino Real Regional Utility Authority was held on Monday, March 11, 2019 at 5:33 p.m. at the Gadsden Independent School District-Board Room at 4950 McNutt Road in Sunland Park, New Mexico 88063.

PRESENT

Chair Mayor Javier Perea
Vice-Chair Commissioner Isabella Solis
Commissioner Ramon Gonzalez
Mr. Gerardo Ibarra
Mr. Joshua Orozco
Mr. Alex Sierra
Councilor Olga Nunez (arrived at 5:37 pm)

ALSO PRESENT

Mr. Brent Westmoreland, CRRUA Executive Director
Ms. Liliana Arevalo, CRRUA Office Manager
Mr. Eric Lopez, Bridel Facility Ops
Ms. Mary De Avila, CRRUA Administrative Assistant
Mr. Ernie Carranza, CRRUA Water Lead
Mr. Rafael Leos, SCSWA
Mr. Patrick Peck, SCSWA
Mr. Carter Hatfield

1. CALL TO ORDER

Chair Mayor Javier Perea called the meeting to order at 5:33 pm.

2. PLEDGE OF ALLEGIANCE

Chair Mayor Javier Perea led the audience in the pledge of allegiance.

3. ROLL CALL

Ms. Mary De Avila, Administrative Assistant called roll call. A quorum was present.

4. CHANGES TO THE AGENDA

Vice-Chair Commissioner Isabella Solis moved to approve the agenda; the motion was seconded by Commissioner Ramon Gonzalez. The motion carried a 6-0 vote.

5. APPROVE MINUTES

A. February 11, 2019

Commissioner Ramon Gonzalez moved to approve the minutes for February 11, 2019; the motion was seconded by Mr. Joshua Orozco. The motion carried a 6-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye

6. PUBLIC COMMENTS: Limited to 3 minutes per person.
None

7. STAFF COMMENTS

Mr. Brent Westmoreland, CRRUA Executive Director informed the board members that he is working with Dona Ana County's IT department on getting audio added on the surveillance cameras. He also informed the board members that CRRUA is waiting to receive a proposal from Point and Pay on the on-line payments and credit card services.

8. BOARD COMMENTS
None

9. PRESENTATIONS & REPORTS

A. MONTHLY REPORTS & ANNOUNCEMENTS

Eric Lopez, Bridel Facility Operations presented to the board members the February 2019 operations monthly reports of the CRRUA water and wastewater system.

B. SPECIAL REPORTS OR PRESENTATIONS
None

10. ACTION ITEMS

A. APPROVE A RESOLUTION RENEWING CONTRACTS FOR FISCAL YEAR 2019-2020 AND DELEGATE SIGNATURE AUTHORITY TO THE EXECUTIVE DIRECTOR TO SIGN RELATED DOCUMENTS

Mr. Joshua Orozco moved to approve; the motion was seconded by Vice-Chair Commissioner Isabella Solis. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Councilor Olga Nunez	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye

B. APPROVE RESOLUTION ACCEPTING THE CAMINO REAL REGIONAL UTILITY AUTHORITY
AUDIT REPORT FOR FY18

Mr. Joshua Orozco moved to approve; the motion was seconded by Vice-Chair
Commissioner Isabella Solis. The motion carried 7-0 vote.

Chair Mayor Javier Perea	aye
Vice-Chair Commissioner Isabella Solis	aye
Councilor Olga Nunez	aye
Mr. Gerardo Ibarra	aye
Commissioner Ramon Gonzalez	aye
Mr. Joshua Orozco	aye
Mr. Alex Sierra	aye

11. DISCUSSION ITEMS

A. STAFFING UPDATE

Mr. Brent Westmoreland, CRRUA Executive Director informed the board members that they had interviewed for the Utility Service Clerk Lead and the Utility Service Clerk positions and have two successful candidates that are going through back ground checks and with luck we should have our office fully staffed in the next two weeks. On field staff, we have interviews coming up next week for the level 3 wastewater operator position. We have two Utility Worker and one Operations Manager positions advertised.

Vice-Chair Commissioner Isabella Solis asked Mr. Westmoreland how many vacancies he had in total.

Mr. Brent Westmoreland replied, five vacancies.

Commissioner Ramon Gonzalez asked Mr. Westmoreland when are the clerk positions going to be filled in.

Mr. Brent Westmoreland informed Commissioner Ramon Gonzalez that they have chosen two candidates and the reference and back ground checks are being done. They will do the offering to the candidates afterwards and if everything goes well they should have the office fully staffed with- in two or three weeks.

Chair Mayor Javier Perea asked Mr. Westmoreland if the hiring process is to long.

Mr. Brent Westmoreland replied that CRRUA was very fortunate because for the Utility Service Clerk position, they had over 80 applicants and for the Utility Service Clerk Lead position, they had over 40. It took HR a couple of weeks just to go over the applications and pull out the qualified applicants' based on the job requirements. We advertised the Utility Service Clerk Lead once before and got a successful candidate, the job was offered to her but the salary did not meet her request so the position was advertised again.

B. CRRUA BILLING/REPORTING FOR SCSWA/CASH HANDLING

Mr. Brent Westmoreland, CRRUA Executive Director stated that Chair Mayor Javier Perea requested the item on the agenda and that maybe he had some questions.

Vice-Chair Commissioner Isabella Solis informed the board members that the reason the item was requested was because South Central Solid Waste Authority had asked CRRUA for some reports and the reports haven't been received and she wanted to know the reason.

Mr. Brent Westmoreland replied that referring back to the staffing issue and the confidence of the existing staff; Liliana, Office Manager is working on the reports requested by South

Central Solid Waste Authority.

Mr. Patrick Peck, South Central Solid Waste Authority Director thanked Mr. Westmoreland for the information. He also stated that CRRUA and South Central are partners and without CRRUA South Central had no way of doing billing. Based on the billing we get from CRRUA we pay a franchise fee to the City of Sunland Park and the City puts pressure on us every month. Mr. Peck stated that he was concerned of the audit findings and not being able to project his revenues because the reports they received were not accurate. He also stated that he was glad of the staffing and looked forward to the reconciliation of the reports because they should be exactly the same because we all need to be transparent. Mr. Peck also offered his help to CRRUA.

Vice-Chair Commissioner Isabella Solis asked when did this problem began.

Mr. Patrick Peck, South Central Solid Waste Authority Director stated that since our first conversation with CRRUA. I am trying to be patient and understand but it is taking a long time. I want to work on being a better South Central and CRRUA relation.

Commissioner Ramon Gonzalez stated that hopefully in three weeks the issue gets resolved and everything can become transparent.

Mr. Patrick Peck stated that it will take more than three weeks because it's a long term issue but they are willing to work together.

Vice-Chair Commissioner Isabella Solis stated that this is a wakeup call and asked for them to address all billing concerns immediately to be more transparent also the cash handling. Councilor Olga Nunez asked if there was a policy between CRRUA and South Central on disconnected service to have the bin pickuped.

Mr. Patrick Peck stated that the only policy was if you have one service you have them all and yes if the service is turned off we need to get notified.

Councilor Olga Nunez asked if that was a policy.

Mr. Patrick Peck stated that it was not a policy but that it is an operations understanding and is part of the relationship.

Vice-Chair Commissioner Isabella Solis asked if Mr. Rafael Leos, South Central Solid Waste Authority hand any comments.

Mr. Rafael Leos, South Central Solid Waste Authority stated that in the past years it was difficult to execute reports but now we have seen a big improvement since October of last year. I hope that the transition goes well because I call and get no answer and it is hard to communicate that way.

Vice-Chair Commissioner Isabella Solis asked Mr. Westmoreland that if with these two new positions filled, can we resolve this issue because we need to respond to the customers.

Mr. Brent Westmoreland replied that customer service to CRRUA is also important and meeting the needs of South Central are also and Liliana, CRRUA Office Manager is working on getting the reports.

Vice-Chair Commissioner Isabella Solis asked, is it possible to hire temporary workers in the Mean-time.

Mr. Brent Westmoreland replied that, hiring temporary workers takes the same time.

Mr. Joshua Orozco asked Mr. Westmoreland to explain the relationship with South Central, what we do for them.

Mr. Brent Westmoreland replied when we get things running smoothly between the two entities and the reporting done things will run smoothly. This got out of hand but we will get this under control as soon as possible. We collect and bill for South Central. As far as setting liens on properties as per the MOU they also have the ability to file liens for their solid waste bills. Mr. Rafael Leos is the delegate and stays on top of the carts and

reporting.

It is important for him and the CRRUA Office Manager to have communication.

Vice-Chair Commissioner Isabella Solis asked if they would need to put a policy in place for cash dispenser or is that something he was going to look in to.

Mr. Brent Westmoreland replied that the cash CRRUA collects is daily deposited and counted by two people. The cash handling is not an issue.

Vice-Chair Commissioner Isabella Solis asked that if it would be easier to not handle cash and have you consider what it would be like.

Mr. Brent Westmoreland replied in CRRUA's world checks, money orders and cash are the only ways to pay. Once we get the on-line, credit cards and debit cards service I believe that the amount of cash we work with now will go away.

Councilor Olga Nunez stated that paying with credit cards, debit cards, on line or over the phone will make it easy for the customer to pay because even with the drop box available it's hard because they close the gates and people that work can't drop off their payment.

Mr. Brent Westmoreland replied on line and through your bank is a good method but taking over the phone payments, that opens a potential liability risk. I think I would like to take baby steps on this before we try over the phone payment method.

Vice-Chair Commissioner Isabella Solis stated that she agreed with Mr. Westmoreland on taking baby steps on this issue.

Councilor Olga Nunez asked Mr. Westmoreland for the status of the tiers for small business.

Mr. Brent Westmoreland replied that Daniel B. Stephens will have the small commercial rates ready for the next meeting as well as the tiers to consider.

Councilor Olga Nunez asked if the issue of answering CRRUA calls will be resolved when the two open positions get filled.

Mr. Brent Westmoreland replied yes and added that the 24 hour on call emergency number was standardize to one number only. He also added that they will be working on creating another office job position and will be presented to the board in the future.

Chair Mayor Javier Perea ,stated to continue following policies and help and support each other with the transition.

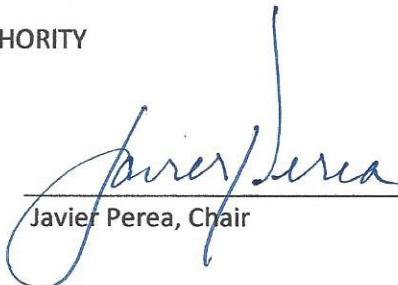
12. ADJOURNMENT

Chair Mayor Javier Perea moved to adjourn the Camino Real Regional Utility Authority meeting.

The meeting adjourned at 6:44 p.m.

APPROVED AND ADOPTED on this 8th day of April, 2019.

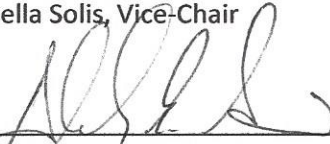
CAMINO REAL REGIONAL UTILITY AUTHORITY



Javier Perea, Chair



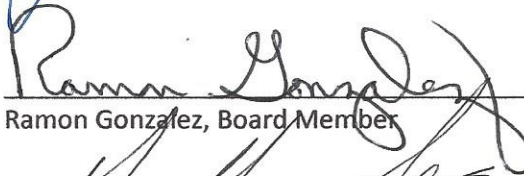
Isabella Solis, Vice-Chair



Alex Sierra Delegate of State Senator Joseph Cervantes,
Board Member



Joshua Orozco, Board Member



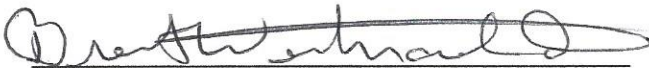
Ramon Gonzalez, Board Member



Gerardo Ibarra Delegate of State Representative Ray Lara,
Board Member

Olga Nunez, Board Member

ATTEST:



Camino Real Regional Utility Authority