

**VILLAGE OF RUIDOSO/CITY OF RUIDOSO DOWNS  
RWWTP - JOINT USE BOARD**

**AGENDA INDEX  
REGULAR MEETING  
MAY 18, 2016 AT 10:00 A.M.**

**VILLAGE HALL  
313 CREE MEADOWS DRIVE  
RUIDOSO, NM 88345**

**CALL TO ORDER.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PUBLIC INPUT.**

**REGULAR ITEMS.**

**PAGE**

- |    |   |   |
|----|---|---|
| 1. | Approval of April 19, 2016 Regular Meeting Minutes.   | 1 |
| 2. | Discussion and Possible Action on Approval of the Fiscal Year 2017 (July 1, 2016 – June 30, 2017) Regional Wastewater Treatment Plant (RWWTP) Budget. | 5 |

**REPORTS FROM BOARD MEMBERS.**

**CLOSED SESSION.**

**ADJOURNMENT.**

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 2016-01. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk if a summary or other type of accessible format is needed.





# AGENDA MEMORANDUM

## RWWTP - Joint Use Board

To: Joint Use Board Members

From: Bertha Randolph, CMC  
Deputy Clerk

Date: May 18, 2016

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission
<input type="checkbox"/>	Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item

1

Re: Discussion and Possible Action to Approve Minutes for April 19, 2016 Regular Meeting.

### Item Summary:

Discussion and Possible Action to Approve:  
April 19, 2016 Regular Meeting.

<u>Fund:</u>	N/A	<u>Line</u>	N/A	<u>Budgeted</u>	N/A	<u>Available</u>	N/A
		<u>Item:</u>		<u>Amount:</u>		<u>Balance:</u>	

### Item Discussion:

(See Item Summary)

### Recommendations:

Approve Minutes for April 19, 2016 Regular Meeting.

### Required Approvals of Agenda Memorandum and Back-Up Documentation:

Bertha De Los Santos, CMC  
Deputy Clerk

(Received on: 5/12/16 3:00 pm  
Date Time

**REGIONAL WASTEWATER TREATMENT PLANT JOINT USE BOARD  
REGULAR MEETING  
313 CREE MEADOWS DRIVE  
RUIDOSO, NM 88345  
APRIL 19, 2016**

Chair Lynn D. Crawford, Mayor Pro Tem (Alternate), called the regular meeting of the Regional Wastewater Treatment Plant Joint Use Board to order at 10:00 a.m. Members John Cornelius, Village of Ruidoso Councilor; Gary Williams, City of Ruidoso Downs Mayor, and Dale Graham, City of Ruidoso Downs Public Works Director were recorded present. Member Tom Battin, Village of Ruidoso Mayor, was recorded absent. Village of Ruidoso employees present were Debra Lynne Lee, Village Manager; Ronald L. Sena, Deputy Manager; Bertha De Los Santos, Deputy Clerk; Bobby Snowden, Regional Wastewater Treatment Plant Director; and Isaac Garcia, WWTP Chief Plant Operator. City of Ruidoso Downs employee present was Carol Virden, City Clerk/Treasurer. Village of Ruidoso legal counsel present was Zachary J. Cook. There were approximately 6 visitors present.

**APPROVAL OF AGENDA:**

Mayor Williams moved to approve the agenda as presented. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

**PUBLIC INPUT:**

There was no Public Input.

**REGULAR ITEMS:**

**Discussion and Possible Action on Approval of February 17, 2016 Regular Meeting Minutes.** Mayor Williams moved to approve February 17, 2016 regular meeting minutes. Councilor Cornelius seconded and the motion carried with a roll call vote of all ayes.

**Discussion and Possible Action on Transfer of Assignment Agreement from GEI Consultants, Inc. to Environmental Science Associates (ESA) to Provide Professional Environmental Consulting Services to the Regional Wastewater Treatment Plant Joint Use Board Concerning Water Quality in the Rio Ruidoso.** Bobby Snowden stated the following: the Joint Use Board had already approved the study to be performed; the individual, with the expertise, regarding the river study (Jim Good) was now employed by another company and the work needed to be assigned to that company, in order for the study to be completed. Councilor Cornelius inquired if the transfer was legal. Mr. Snowden stated H, John Underwood and Zachary J. Cook agreed that the transfer was legal. Debra Lynne Lee stated both companies agreed to the transfer and had already signed the agreement that was being presented to the Joint Use Board.

Mr. Snowden stated he would be retiring on May 31, 2016 and would caution the Joint Use Board to closely review the high costs of a consultant vs. the pay that those who actually did all the work got paid.

Councilor Cornelius moved to approve Transfer of Assignment Agreement from GEI Consultants, Inc. to Environmental Science Associates (ESA) to Provide Professional Environmental Consulting Services to the Regional Wastewater Treatment Plant Joint Use Board Concerning Water Quality in the Rio Ruidoso. Mayor Williams seconded and the motion carried with a roll call vote of all ayes.

**REPORTS FROM BOARD MEMBERS:**

There were no Reports from Board Members.

**CLOSED SESSION:**

**ADJOURNMENT:**

There being no further business to come before the Regional Wastewater Treatment Plant Joint Use Board, Chair Battin adjourned the regular meeting at 10:08 a.m.

**MINUTES ARE DRAFT UNTIL APPROVED ON:**

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED:** \_\_\_\_\_  
Tom Battin, Chairman

**ATTEST:** \_\_\_\_\_  
Bertha De Los Santos, CMC  
RWWTP Joint Use Board Clerk





# AGENDA MEMORANDUM

## RWWTP – JOINT USE BOARD

To: Joint Use Board Members

Presenter: Judi M. Starkovich,  
Finance Director

Meeting Date: May 18, 2016

<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Regular Item
<input type="checkbox"/>	Board and Commission Appointments
<input type="checkbox"/>	Informational
<input type="checkbox"/>	Workshop Item

*2*

Re: Discussion and Possible Action on Approval of the Fiscal Year 2017 (July 1, 2016-June 30, 2017) Regional Wastewater Treatment Plant (RWWTP) Budget

**Item Summary:**

Discussion and Possible Action on Approval of the Fiscal Year 2017 (July 1, 2016-June 30, 2017) Regional Wastewater Treatment Plant (RWWTP) Budget

<u>Fund:</u>	N/A	<u>Line Item:</u>	N/A	<u>Budgeted Amount:</u>	N/A	<u>Available Balance:</u>	N/A
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**Item Discussion:**

Each year a budget is prepared for the upcoming fiscal year. The budget will define anticipated revenues as well as spending parameters for Fiscal Year 2017. Enclosed for your review is the proposed budget for the Regional Wastewater (RWWTP).

**Recommendations:**

To Approve Fiscal Year 2017 (July 1, 2016-June 30, 2017) Regional Wastewater Treatment Plant (RWWTP) Budget

**Required Approvals of Agenda Memorandum and Back-Up Documentation:**

Bertha De Los Santos, CMC  
Deputy Clerk

(received on: 5/18/16 3:00 PM  
Date Time)

**VILLAGE OF RUIDOSO**  
**Regional Waste Water Treatment Plant-510**  
**For the Year Ending June 30, 2017**

Acct #	Account Name	Total Budget	JUB BUDGET (Dept #410)		
			VOR 85%	CORD 15%	BAR
40500	RWWTP Env Tax(GRT)	-	-	-	-
41200	Federal Grants	-	-	-	-
45000	Interest/Investment	-	-	-	-
46000	Reimbursement All	-	-	-	-
46004	Miscellaneous Other	-	-	-	-
46400	Ruidoso Downs 15%, reimbursement	425,981	-	425,981	-
46401	Ruidoso Downs 15% of 15%	63,897	-	63,897	-
46402	Local Ruidoso Fees	-	-	-	-
46403	Ruidoso 15% Collectn	13,881	-	13,881	-
46404	Ruidoso Downs Admin Fees	36,225	-	36,225	-
46405	RWWTP Fees	2,492,549	2,492,549	-	-
47000	Bond/Loan Proceeds	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>3,032,533</b>	<b>2,492,549</b>	<b>539,984</b>	-
50000	Full Time Salaries	491,950	418,158	73,793	-
50002	Overtime	60,000	51,000	9,000	-
50004	Stand By Pay	20,000	17,000	3,000	-
50010	FICA	40,990	34,842	6,149	-
50020	PERA	83,690	71,137	12,554	-
50030	Health Insurance	140,040	119,034	21,006	-
50040	Worker's Compensation	90	77	14	-
50100	Longevity/Retirement Pay	-	-	-	-
50203	Tool Allowance	480	408	72	-
50300	Other Employee Benefits	2,450	2,083	368	-
	<b>TOTAL Personnel</b>	<b>839,690</b>	<b>711,654</b>	<b>125,586</b>	-
51002	Subscriptions & Dues	600	510	90	-
51003	Postage	500	425	75	-
51006	Uniform Laundry	6,000	5,100	900	-
51008	General Office Supplies	6,000	5,100	900	-
51010	Janitorial Supplies	1,500	1,275	225	-
51021	Utilities	600,000	510,000	90,000	-
51030	Fuel	15,000	12,750	2,250	-
51060	Safety Equipment	8,400	7,140	1,260	-
51080	Laboratory Expense	45,000	38,250	6,750	-
51140	Chemicals	264,000	224,400	39,600	-
51201	Plant Maintenance	350,000	297,500	52,500	-
51400	Contingency Fund	100,000	85,000	15,000	-
	<b>TOTAL Supplies</b>	<b>1,397,000</b>	<b>1,187,450</b>	<b>209,550</b>	-
52001	Contract Legal Services	100,000	85,000	15,000	-
52004	Annual Audit	20,900	17,765	3,135	-
52006	Professional Services	120,000	102,000	18,000	-
52007	Interfund Services Used	-	-	-	-

Acct #	Account Name	Total Budget	JUB BUDGET (Dept #410)		
			VOR 85%	CORD 15%	BAR
52008	Telephone	1,500	1,275	225	-
52010	Insurance and Bond	126,420	107,457	18,963	-
52020	Travel and Training	2,000	1,700	300	-
52022	Required Physicals	2,720	2,312	408	-
52100	Equipment Rentals	26,340	22,389	3,951	-
52102	Equipment Maint. Agreement	1,000	850	150	-
52103	Equipment Maintenance	160,000	136,000	24,000	-
52105	Vehicle Maintenance	2,300	1,955	345	-
52107	Building/Property	40,000	34,000	6,000	-
	<b>TOTAL Services</b>	<b>603,180</b>	<b>512,703</b>	<b>90,477</b>	-
53006	Projects/Construction	-	-	-	-
55000	Equipment Lease	-	-	-	-
55002	Loan Payment	92,540	78,659	13,881	-
	<b>TOTAL Capital Outlay</b>	<b>92,540</b>	<b>78,659</b>	<b>13,881</b>	-
	<b>TOTAL EXPENDITURES</b>	<b>2,932,410</b>	<b>2,492,549</b>	<b>439,862</b>	-
70101	Transfer to General Fund	36,225	-	36,225	-
	<b>TOTAL EXP + TRANSFERS OUT</b>	<b>2,968,635</b>	<b>2,492,549</b>	<b>476,087</b>	-
	<b>EXCESS OF REV OVER EXP</b>	<b>63,898</b>	-	<b>63,898</b>	-

**RECAP CORD SHARE:**

TOTAL Expenditures		<b>CORD</b>
		<b>\$ 2,932,410</b>
LESS: Loan Payments		<u>(92,540)</u>
NET Expenditures	<b>A</b>	<b>\$ 2,839,870</b>

**CALCULATIONS:**

CORD Share 15% Expense Reimbursement	<b>B = A*0.15</b>	\$ 425,981
CORD Reserve 15% of 15%	<b>B*0.15</b>	\$ 63,897

**ADMIN FEES:**

CORD Admin Fee 10% of Expenditures	<b>A*0.10</b>	\$ 283,987
Less: CORD Credit	Figure rec'd from CORD each budget year	<u>(42,487)</u>
Adjusted Admin Fees	<b>C</b>	<b>\$ 241,500</b>

CORD Share 15% Admin Fees	<b>C*0.15</b>	\$ 36,225
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