PREFACE

This Procedures Manual has been developed as an effective tool for use by Engineering and Administrative support personnel involved in the planning and management of El Paso Water infrastructure projects. The manual is the result of an extensive program that involved the evaluation and analysis of the project administration and management work process, and improvements to the process. The Manual was revised in 2008 and again in 2022 to streamline the administrative process and reflect structural changes within the Utility and recommendations from external users.

The Manual was reviewed by a Project Core Team consisting of staff from Engineering, Purchasing, Contracts, Land, Legal, and Communications who are committed to making the Project Administration Process one of the premier functions of the Utility and throughout the business. Thanks go to each member of the Core Team for their valuable input to the program as well as to our President and CEO, John E. Balliew, and the Public Service Board for their vision in initiating this Project Administration Process Improvement Program as part of the Utility's Quality Management and Continuous Process Improvement effort.

Irazema S. Rojas, P.E.
Chief Technical Officer

Procedures Manual Review Team:
Thomas Cieslik, Infrastructure Improvements, Team Coordinator
Ivan Hernandez, P.E., Utility Engineering Division Manager
Geoffrey Espineli, P.E., Utility Engineering Division Manager
Gisela Dagnino, P.E., Utility Chief Operations Officer, Stormwater
Amy Castner, P.E., Utility Engineering Division Manager
Adriana Castillo, P.E., Utility Engineering Division Manager
Corina Ledesma, Performance Systems Administrator
Rose Guevara, Utility Purchasing and Contracts Manager
Claudia Lara, Contracts Development Coordinator
Robert Davidson, Contract Construction Administrator
Alma De Anda, Utility Land and Water Rights Manager
Sol Cortez, Deputy General Counsel
Cassie Flores, Utility Public Information Coordinator
Liz Parra, Office Manager
Zulema Jamis, Senior Secretary