



*Doña Ana Mutual Domestic Water Consumers Association*  
*Mailing Address: P.O. Box 866 • Doña Ana, NM • 88042*  
*Physical Address: 5545 Ledesma Dr. • Las Cruces, NM 88007*  
*(575) 526-4491 Office • (575) 526-9406 Fax*

The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, March 15, 2018 convened at 9:00 A.M. in the Doña Ana Mutual Domestic Water Consumers Association Board Room located at 5535 Ledesma Dr., Las Cruces, NM 88007:

### **Call to Order & Roll Call**

President Melton called the meeting to order at 9:00 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Dr. Kurt Anderson, Present

Board Member – Tod Roberts, Present

A Quorum was declared

### **Others in Attendance:**

Executive Director – Jennifer Horton

Legal Counsel – Joshua Smith

Community Members – Dan Hortert

### **Approval of Agenda**

Dr. Anderson moved to approve the agenda for the March 15, 2018 Regular Board Meeting as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of March 1, 2018 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion; none was brought forward. The Chair called for a vote on the modified minutes; the motion carried by roll call vote 4-0.

## **New Members & New Meters**

Dr. Anderson moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Executive Director Jennifer Horton advised we have nine (9) names on the list; five (5) are new members and three (3) new meters. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

Mr. Melton yielded the floor to Mr. Roberts. Mr. Roberts advised he attended his first PHPOA meeting as the Representative for District 5 from the Board of Directors. The residents did have a few questions about the list Mr. Roberts had created for ongoing projects in the Picacho Hills area. He advised the meeting was a pleasant experience for him.

## **Staff Reports**

Executive Director Jennifer Horton summarized the reports from Customer Service, Operations, and Financials. Ms. Horton advised that on February 28, 2018 billing was submitted and approved, however statements were not mailed out until March

7, 2018 due to a glitch from our third-party vendor. Our vendor has taken new precautions to prevent this from occurring again. E-bills did go out on time. Penalties will be assessed at a later date due to this error; this does not affect disconnect day.

We are hoping to receive closing instructions from USDA in the next few weeks regarding our upcoming Radium Springs project. We are expecting to bid our Wastewater Treatment Plant in the next 30 days with construction estimated to begin in May. Via Norte is set to proceed with Morrow Enterprise and has an estimated construction start date of early April. Now that this project has been awarded we realize we have additional secured funds that need to be utilized in District 5. There are five potential projects that Ms. Horton is considering to final out our funding; a new well house at well 16, tear down the old tank and install a new buffer tank, address the pressure issues in Coronado Ridge, a new booster station at well 15, and to interconnect with a neighboring water system. We would need our engineers to draft an estimate of costs for design with the potential to change order this into the Via Norte project. The Board authorized Executive Director Jennifer Horton to direct our engineering firm, SMA, to begin the design to incorporate these projects with a retroactive approval date.

At 10:20 a.m. Mr. Stull was excused from the Board Meeting as he had to leave early.

Ms. Horton advised well 16 maintenance has been completed and we are now moving on to well 5; all of this maintenance has been handled under warranty. We had two operators take their certification exams last week. We continue our new study prep and exam training for staff testing in April. Margo and our Operations staff have been working very hard and we are making progress.

Ms. Horton presented our San Ysidro SE Collection Project to the Colonias Infrastructure Board who has funded the last two cycles as we continue to seek funding to expand our sewer lines. There are concerns with connections, and this is a future



challenge. Ms. Horton is going to visit with local companies for pumping septic and decommissioning tanks to attempt to reduce the fees associated with connecting to a sewer line. USDA has the potential to pay the fees for decommissioning tanks and connection to the homes which is an avenue we are hoping to pursue. The awards from CIF should be finalized near the end of April.

As a reminder our Annual Meeting is scheduled for March 28, 2018. We have the reminder calls scheduled through our software and continue to advertise on our website and in newsletters. We have been working with our software company to address the glitch of multiple calls to one home.

### **New Business**

None

### **Unfinished Business**

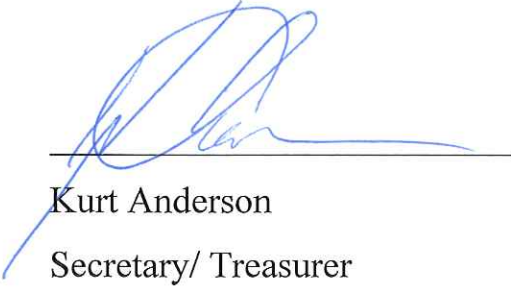
*“I, Daniel Hortert, having been appointed to the Board of Directors of the Doña Ana Mutual Domestic Water Consumers Association do solemnly swear that I will support the Constitution of the United States and the constitution and laws of the State of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”*

### **Open Discussion**

As a reminder the Board of Directors and certain staff members have a conference mid-April in Albuquerque for New Mexico Rural Water. The National Rural Water Conference is in September in Fort Worth, TX and we need who will be attending so that we can reserve rooms. Mr. Melton and Mr. Roberts will be attending.

**Adjournment**

Mr. Hortert moved to adjourn at 10:37 a.m. with a second from Dr. Anderson. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.



\_\_\_\_\_  
Kurt Anderson  
Secretary/ Treasurer

4/9/18  
Date