



*Doña Ana Mutual Domestic Water Consumers Association Mailing
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Agenda

The following are the items for consideration at the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors on May 21, 2020, convening at 9:00 a.m. telephonically.

Please call (425) 436-6373 and use the access code: 168050

Call to Order & Roll Call

Approval of Agenda

Minutes:

1. Minutes of 05-07-2020 Regular Meeting

Approval of New Members & Meters

Customer Issues and Public Input

2. Niel Campbell – New Meter Installs – 10 Minutes

Public Input will be limited to 3 minutes per person

Board President Report

Staff Reports

3. Executive Director

New Business

Unfinished Business

Board Open Discussion

Adjournment

A copy of this agenda may be requested by phone by calling (575) 526-3491 or in person at 5535 Ledesma Drive, Las Cruces, NM 88007. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, if summary or other type of accessible format is needed, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Margo Lopez at (575) 526-3491 on the Tuesday prior to the meeting or as soon as possible.

Doña Ana Mutual Domestic Water Consumers Association is An Equal Employment Opportunity Agency.



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The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, May 7, 2020 convened at 10:00 a.m. telephonically.

Call to Order & Roll Call

President Melton called the meeting to order at 10:00 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Maxwell moved to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of April 2, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell asked the minutes to reflect an addition of 2 sentences at the end of the Open Discussion. He stated it should read, “Dr. Maxwell requested to have the opportunity to review the response plan. It was agreed that he could do so by visiting the office to review a copy.” There was no further discussion. Dr. Maxwell moved to approve the notes as amended with a second by Dr. Anderson. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Minutes

Dr. Anderson moved to approve the Special Board Meeting Minutes of April 28, 2020 as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Approval of New Members & New Meters

Dr. Maxwell moved to approve the New Members and New Meters as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton as she stated there were 36 names on the list, 26 were new members, 10 were existing members and 12 were new meters. There was no further discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

Mr. Hayhoe stated wanted to share an article from the New York Times on how wastewater facilities are being used to track the growth and expansion of the COVID-19 Virus. President Melton and Dr. Maxwell asked Mr. Hayhoe to share the link of the article with the Board of Directors.

Board President Report

President Melton reported there are no positive tests or any quarantines from staff as supervisors are monitoring and strongly recommending staff to be tested for the COVID-19 virus. He further stated staff has been made aware of the dangers involved and preventive measures to ensure safety and practices of good health are in order to continue to provide water and process wastewater services to the community.

President Melton advised Well 7 is progressing and will require more time for completion.

President Melton further discussed the suspension of cut-offs. He stated although the Association is currently not disconnecting service for non-payment, the fees and penalties will continue to apply.

Staff Reports

Ms. Horton stated the preventative measures implemented in April have continued to be followed and shared there are no positive cases reported. She continues to encourage the COVID-19 virus testing.

Ms. Horton shared with shorter shifts it has been challenging to deal with other agencies to get certain things accomplished, however, the staff has managed to do so.

Ms. Horton advised Well 7 is in the process of being prepped for the drillers. She mentioned the driller is currently waiting on pipe and other materials to start the process in the next 10 days. Ms. Horton stated it would take about 30 days to complete that phase, the next would be sampling and once the samples pass Well 7 will be placed online.

Ms. Horton stated over the weekend there was an issue with brown water and an alert was posted to the website. She stated it was unknown as to what occurred but stated she suspected a hydrant(s) may have been opened without knowledge and disturbed the system. She stated it had taken several days to get the system settled and advised there were several complaints, however, the staff was responsive. Red-B-Gone was provided to members to assist with stains that was deposited in toilets or bathtubs and laundry, to help remove it.

Ms. Horton discussed revenue. She stated the Association is behind on revenue collection however, it was anticipated. She stated mid-April revenue was down 60% and is currently down 30% - 40%.

Ms. Horton advised the special loans and paycheck protection programs that have been put into place during this pandemic have exempted local public bodies. She further stated, the sole income comes from what is collected in water and wastewater sales.

Ms. Horton discussed the new guidelines of a face mask is to be worn by retailers and essential businesses issued by the Governor. Ms. Horton advised 3 washable cloth masks were made for each member of staff to be worn during their shift. They have been made specifically for them as they were instructed to provide measurements.

Staff will be expected to wear them effective May 11, 2020 and be advised to wash them daily.

Ms. Horton had further discussion on the sanitation process for field staff with regards to tools and vehicles as well as the admin staff procedures.

Ms. Horton had discussion on the progress of construction. She stated Southeast Collection has secured pipe for the vacuum system and will arrive in the next couple of weeks. She stated engineers and contractors are currently working to resolve the elevation and survey issues found on the plan set.

Ms. Horton mentioned 6 of 13 easements that are necessary for some of the side roads/private roads to have sewer lines installed have been secured and would be change ordered into the contract as each road is completed with easements to utilize the Colonias Infrastructure money.

Ms. Horton advised Radium Springs is progressing as power and transformer issues are resolved. A list of lines to be cut and capped have been provided as they are waiting to be tied into to the new wells. She advised she will provide a 48-hour notice for the planned outage, if all goes as planned. Ms. Horton stated by mid-May both Wells 9 and 10 will solely be running on the new system.

Ms. Horton discussed the progression of the Wastewater Treatment Plant. She stated the by-pass pumping should take place in 2 weeks as the plates to be installed have been ordered.

Ms. Horton mentioned all 3 projects are running smoothly and making great progress. She asked if there were any questions. Dr. Maxwell addressed the cloth mask previously discussed and asked if the N-95 was inventoried. Ms. Horton stated it was not. She advised the Association uses a different mask due to the gas and liquid chlorination. She further stated the cloth mask provided was for the COVID-19 issue.

Dr. Maxwell asked when Ms. Horton thought the Wastewater Treatment Plant may come online. Ms. Horton stated final completion is anticipated for September 14, 2020.

Dr. Maxwell questioned the draining of the ponds at the golf course and asked Ms. Horton if she was aware of any issues or if it had anything to do with the Wastewater Treatment Plant. Ms. Horton stated she was not aware of any issues and it has nothing to do with the plant as the Association is compliant.

Dr. Maxwell stated he has had others ask questions in relation to the New York Times article. He asked if it was possible the virus could be in the sewage lines or the sewage plant. He also asked if it was known if the virus was treated as it runs through the system. Ms. Horton stated yes it was possible, however, it is treated and disinfected with chlorine.

Dr. Maxwell asked if anyone has considered talking to the congressional delegation regarding the economic impact as we are considered on a national level, essential services. Ms. Horton advised it is currently being address through New Mexico Rural Water. Dr. Maxwell asked to have any information including a Bill number provided to him.

Dr. Maxwell asked Ms. Horton if there was Board Liability Insurance and Ms. Horton answered yes, to Directors and Officers Liability Insurance. Dr. Maxwell asked how much it was for and Ms. Horton stated she would have to pull the policy to look that information up.

Mr. Stull stated he would like to congratulate Ms. Lopez and Ms. Horton on everything they have been doing and appreciated them.

President Melton addressed his concerns regarding decontamination and the proper removal of protective materials and if there were any plans to implement that process. Ms. Horton stated each person has bottles of sanitizer to sanitize regularly and are to disinfect their vehicles and tools before and after each use. Dr. Maxwell asked if we had written procedures to follow for the proper use and disposal of the PPE (Personal Protective Equipment). Ms. Horton stated there are not written procedures however, a demonstration was presented in small group meetings for each department when this all began. Instruction was given on how to wash hands, how to utilize the hand sanitizer and how, what and when to disinfect properly. Dr. Maxwell suggested a review of the procedures once more as we have now issued the mask to be worn, to ensure the procedures are understood.

Dr. Maxwell asked if we had face shields to provide operations, to protect them from direct contact and spreading of the virus. Ms. Horton advised the field staff has been issued the standard PPE since their employment began with the Association but are not currently using them as they are not mandated by the Governor. Ms. Horton, President Melton and Mr. Stull all expressed concerns of requiring field staff to wear a face mask and face shield during the rising temperatures, as other health issues may occur. Dr. Maxwell stated he would like to encourage the staff to utilize the protective

gear provided. President Melton stated he agrees with encouraging however, disagrees with mandating. President Melton continued to state the PPE has been provided and is available for staff as they have access to utilize them.

President Melton asked Ms. Horton what considerations have been taken for the disposition of the old booster equipment and booster station building in Radium Springs. Ms. Horton stated the booster station will remain, it houses the chlorination system for Wells 9 & 10, as they are not chlorinated at the well site. Once the tanks and pumps are done a proper protocol for disposals will be completed.

New Business

None

Consent Agenda

None

Unfinished Business

None

Open Discussion

Dr. Maxwell discussed the COVID-19 issues. He stated after having reviewed the emergency response plan that is currently in place, he was able to look into issues related to the COVID-19 crisis. He further stated questions previously discussed have been address.

Dr. Maxwell shared his SWOTS Analysis (Strength, Weakness Opportunities & Threats), an analytical tool to outline what is being done right, what problems we have, what our opportunities are and what threats we face with regards to the COVID-19 issues and the Emergency Response Plan currently in place. He continued briefly review his analysis and further stated there is time to revise and perfect procedures to protect the staff and the system. Dr. Maxwell continued his discussion on the current Emergency Response Plan with an additional concern, he addressed the potential of losing key personnel; Ms. Horton, Executive Director and the current plan listing only one other party to fall back on. He stated there should be a list of key individuals going forward. Dr. Maxwell recommended the Association adopt the non-invasive tests for staff with monitoring individual temperatures, as other essential businesses have done. He continued to state the current plan does not deal with the current crisis / pandemic and recommends an Emergency Response Plan be created to include the procedures currently adopted and include the involvement in decision making; such as the President of the Board or the Board itself. He concluded with a request to have the 3 page document previously sent out to be put into record as part of the minutes and the board agreed to do so.

President Melton stated an Emergency Response Plan is a document which is purely operational, dealing with how things are handled on a day to day basis. It is not to provide policy, however, the board does have the right to review and have discussion on it.

Ms. Horton asked the board if they believe she and her staff have not taken proper protocols when dealing with emergency provisions or various situations at the Association. Dr. Maxwell stated he has emphasized how well she and her staff have worked and reacted to the current crisis and has been fully supportive. Dr. Maxwell

further stated he was proposing there was a lack of documentation and procedurally there should be something in place that may be helpful in the future when one has to deal with this type of problem.

President Melton stated the Emergency Response Plan is the concept to respond to emergencies of what ever that may be and access and limitations are that of the Homeland Security, and should be coordinated with them. He further pointed out writing an Emergency Reponse Plan tailored to this current crisis may not be applicable to the next crisis. President Melton stated the board may provide general guidelines, however, reminded the board passed a resolution giving the Executive Director the authority to take necessary steps to statisfy requirements for day to day operations/procedures. He further stated Ms. Horton and Ms. Lopez who are aware of what is happening day to day, have been responsive and unbelievably effective, he did not feel the need to miromanage. Legal Counsil, Mr. Smith stated he was in agreement with President Melton. If there were concerns the board could issue a directive to the Executive Director and it should be voted on to avoid crossing any boundries.

Mr. Stull departed at 11:29 due to a prior engament.

Dr. Maxwell had discussion on Anthony Fauci and pandemics. He continued to state the current Emergency Response Plan does not address the global pandemic, its impact on the entire system and its continuation for operations. He ask the planning documents incoporate specifically the element of the pandemic. President Melton stated the plan should soley be constructed by operational staff as they are aware of what occurs on a day to day basis, as time is permitted. Ms. Horton stated as it was discussed in a prior meeting, it would be done under the new format. She continued

to state the training for the new format and new procedures was postponed and could not move forward until the workshop is available to receive guidance.

Dr. Maxwell inquired about the policies and budget for next year. Ms. Horton stated the policies are dealt with in June and the budget in July. Dr. Maxwell asked if there are any policy changes or proposals being considered. Ms. Horton stated she would have them available for the next meeting.

Dr. Maxwell had discussion on the Outlay funds provided by Rudy Martinez. Ms. Horton stated it may not be received. She stated she understood there was to be a special session late June to cut \$2 million and it will start with infrastructure projects.

Dr. Maxwell suggested the board go back to the 2 meetings a month and the board agreed to do so. President Melton stated they will move forward with the next board meeting to be set for May 21, 2020 at 9:00 am telephonically.

President Melton stated legal has cautioned emails and discussions among board members.

President Melton had discussion on the suspension of new meter installation during the pandemic and a letter sent by a developer for several installs. Ms. Horton stated devleopers are made aware of the suspension. Developers are advised there is a list they will be added to once competed paperwork and payment has been received and installs will be completed in that order. Ms. Horton asked the board, with the Association's compliance to the Governor's orders during our current crisis, if the board like for her to issues single person installs and limit the others as they will require multiple staff members or to wait on the installs until things change. Dr.

Anderson stated he felt that would be for her to decide. Ms. Horton stated the directive of no meter installs was given at a prior meeting and she will not do anything against it without a further directive. The consensus of the board was to stand by no new meter installations at this current time.

Dr. Anderson asked if there was any thought on a representative for District 3. It was suggested to have a roster for District 3 available for each board member to review.

Adjournment

Dr. Anderson motioned to adjourn at 12:01 p.m., with a second from Dr. Maxwell. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Kurt Anderson
Secretary/ Treasurer

Date

**New Members & New Meters
May 2020**

Name	Address	District	Membership Fee	Water Fee	Wastewater Fee	Total Cost
Paula T Abeyta	375-1 Dusty	1	\$75.00	\$0.00	\$0.00	\$75.00
Paula T Abeyta	375-2 Dusty	1		\$0.00	\$0.00	\$0.00
Jeremy Story	7399 La Fleche	1	\$75.00	\$0.00	\$0.00	\$75.00
James Jensen	5545 Redfox Rd	1	\$75.00	\$0.00	\$0.00	\$75.00
D Elaine Johnson	30 Horseshoe Circle	2	\$75.00	\$0.00	\$0.00	\$75.00
Sal Sanchez Jr.	3011 La Union Ct	3	\$75.00	\$0.00	\$0.00	\$75.00
Steven and Jan Michel	1592 Calle De Valezquez	5	\$75.00	\$0.00	\$0.00	\$75.00
Josephine Benavidez	1549 Fairway Village	5	\$75.00	\$0.00	\$0.00	\$75.00
Total			\$525.00	\$0.00	\$0.00	\$525.00



Request to Address the Board of Directors

Date: 5/14/2020

Account Number: ---

Phone Number: 575-373-1120 Ext 1130

Name: Niel Campbell on behalf of Hakes Brothers, a home builder in Doña Ana County

Service Address: Rancho Del Gallo (100+ homesites with future water meters)

I, Niel Campbell, request to be heard at the next regular monthly Board of Directors Meeting*. I would like to address the Board of Directors on the following concerns:

Hakes Brothers is requesting that the hold on installation of new water meter locations in the Rancho Del Gallo community be lifted.

Hakes Brothers is an essential business, but cannot build homes that they may be unable to supply with water, and do not know the timeline of when water meters are going resume to be installed. Hakes Brothers is petitioning the board to allow for new meters.

Other entities, such as the City of Las Cruces and Moongate Water are continuing to provide this service during the COVID crisis.

I understand that this office will contact me, by phone or email no later than the Tuesday before the meeting scheduled on Thursday, May 21st, 2020, with an approximate time to appear before the Board of Directors.

*Please indicate all that apply below to address your concerns:

Time Requested 10 minutes

Handouts

***The request form must be received by the Executive Director no later than the close of business one week prior to the board meeting. If you plan to use a handout you must provide the handouts along with the request form. No additional handouts shall be given during the presentation.**

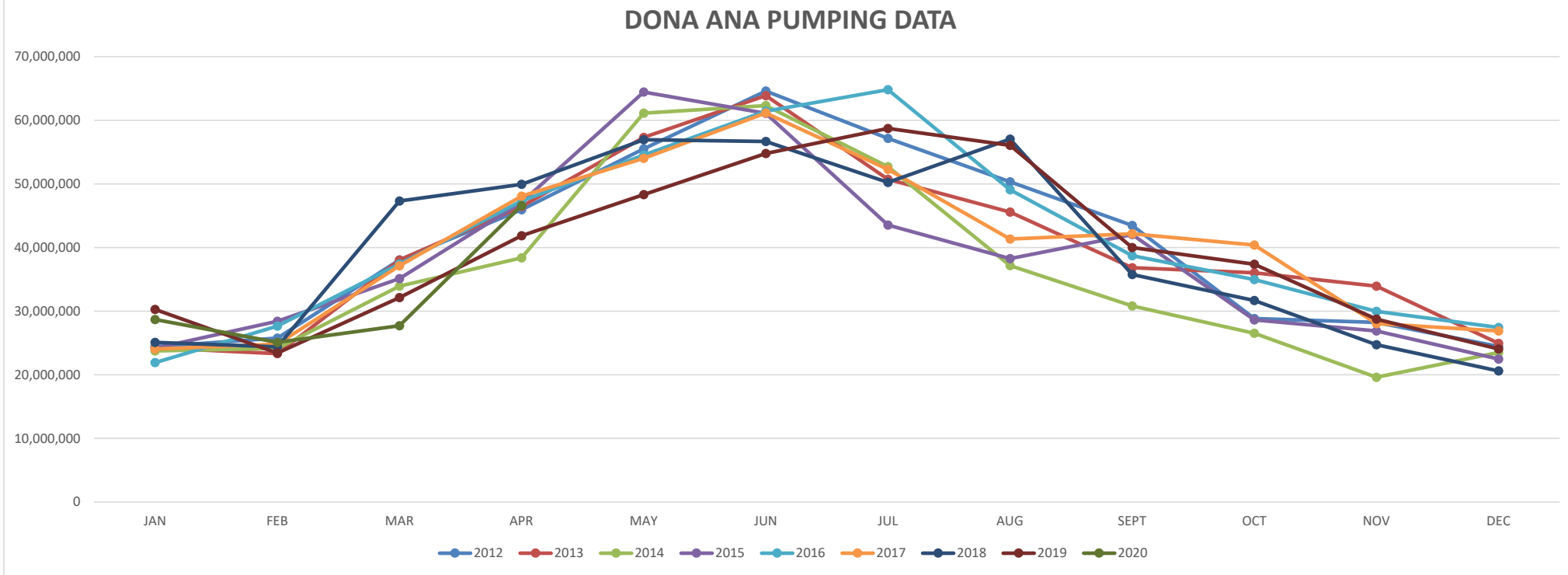
Customer Signature

Dona Ana MDWCA Representative

DOÑA ANA WATER SYSTEMS PUMPING DATA

Doña Ana MDWCA Pumping Data 2012-2020 LRG-1905, 1905 S, 1905-S-1, 1905-S-2, 1905-S-3, 1905-S-4

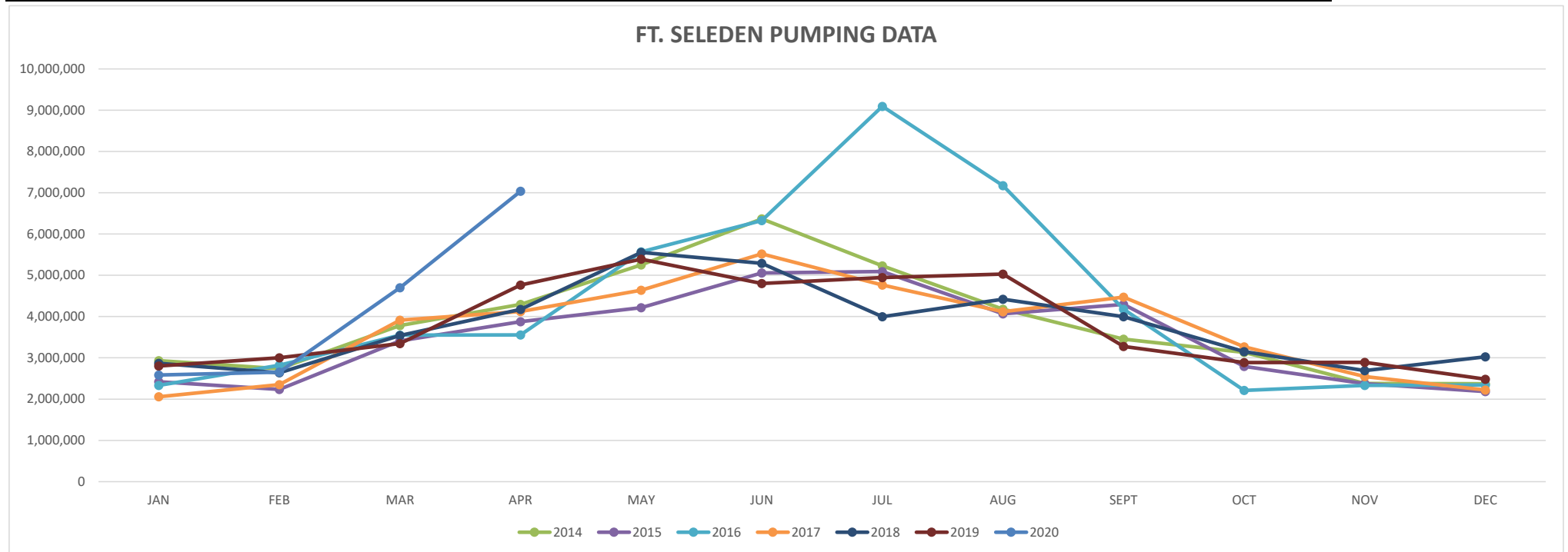
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	24,432,587	25,782,264	38,044,794	45,962,262	55,513,568	64,595,847	57,170,585	50,339,544	43,466,702	28,850,122	28,243,781	24,453,634	486,855,690	1,494.105
2013	24,249,939	23,329,610	38,064,981	46,462,497	57,317,163	63,880,675	50,741,546	45,583,545	36,827,179	36,049,128	33,950,110	24,942,391	481,398,764	1,477.359
2014	23,766,965	24,148,114	33,926,528	38,390,499	61,134,851	62,314,015	52,701,447	37,175,209	30,841,408	26,531,104	19,621,484	23,514,412	434,066,036	1,332.100
2015	24,190,459	28,421,869	35,139,500	47,094,453	64,441,095	61,109,043	43,547,088	38,263,107	42,048,368	28,646,735	26,908,590	22,478,862	462,289,169	1,418.713
2016	21,917,333	27,667,934	37,409,118	47,305,711	54,528,331	61,418,100	64,814,800	49,086,700	38,724,900	34,980,100	29,969,000	27,447,400	495,269,427	1,519.926
2017	24,054,300	24,830,300	37,140,400	48,078,400	54,012,800	61,143,900	52,281,400	41,345,300	42,180,100	40,386,000	28,069,500	26,910,400	480,432,800	1,474.394
2018	25,094,900	24,402,000	47,324,100	49,927,700	56,965,200	56,685,900	50,245,500	57,047,500	35,777,500	31,686,700	24,746,700	20,608,400	480,512,100	1,474.637
2019	30,286,500	23,415,500	32,127,600	41,872,700	48,313,100	54,790,800	58,726,800	56,062,200	40,014,100	37,380,900	28,757,600	24,050,600	475,798,400	1,460.172
2020	28,701,000	25,105,500	27,706,100	46,601,200									128,113,800	393.167



DOÑA ANA WATER SYSTEMS PUMPING DATA

Doña Ana MDWCA at Ft. Selden Pumping Data 2012-2020 LRG 80-S-2, 80-S-4, 80-POD6

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2014	2,933,000	2,738,994	3,784,702	4,294,279	5,251,524	6,367,011	5,229,115	4,179,437	3,453,971	3,132,991	2,377,540	2,371,998	46,114,562	141.520
2015	2,422,723	2,233,153	3,412,623	3,874,341	4,216,092	5,056,619	5,091,282	4,068,880	4,292,296	2,790,836	2,376,026	2,183,010	42,017,881	128.948
2016	2,331,220	2,822,148	3,549,071	3,555,730	5,567,131	6,325,250	9,094,146	7,172,737	4,176,932	2,210,441	2,333,818	2,341,439	51,480,063	157.987
2017	2,056,424	2,352,080	3,912,897	4,122,445	4,639,280	5,518,964	4,766,436	4,117,384	4,469,598	3,266,691	2,547,107	2,221,323	43,990,629	135.002
2018	2,865,083	2,637,475	3,543,190	4,173,535	5,554,918	5,287,491	3,998,802	4,420,288	3,997,085	3,149,882	2,692,123	3,026,692	45,346,564	139.163
2019	2,800,926	3,003,441	3,346,677	4,766,159	5,390,883	4,799,506	4,943,586	5,031,365	3,274,354	2,885,530	2,891,316	2,482,700	45,616,443	139.992
2020	2,583,972	2,652,341	4,698,585	7,036,550									16,971,448	52.083

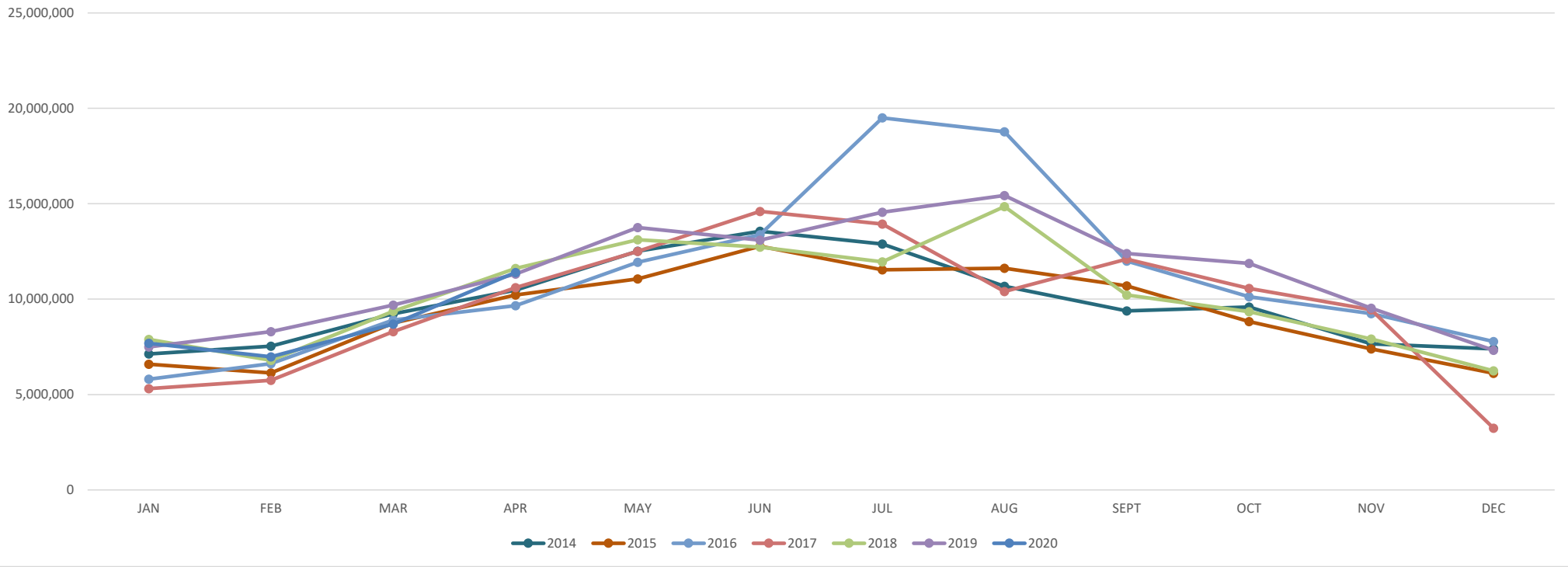


DOÑA ANA WATER SYSTEMS PUMPING DATA

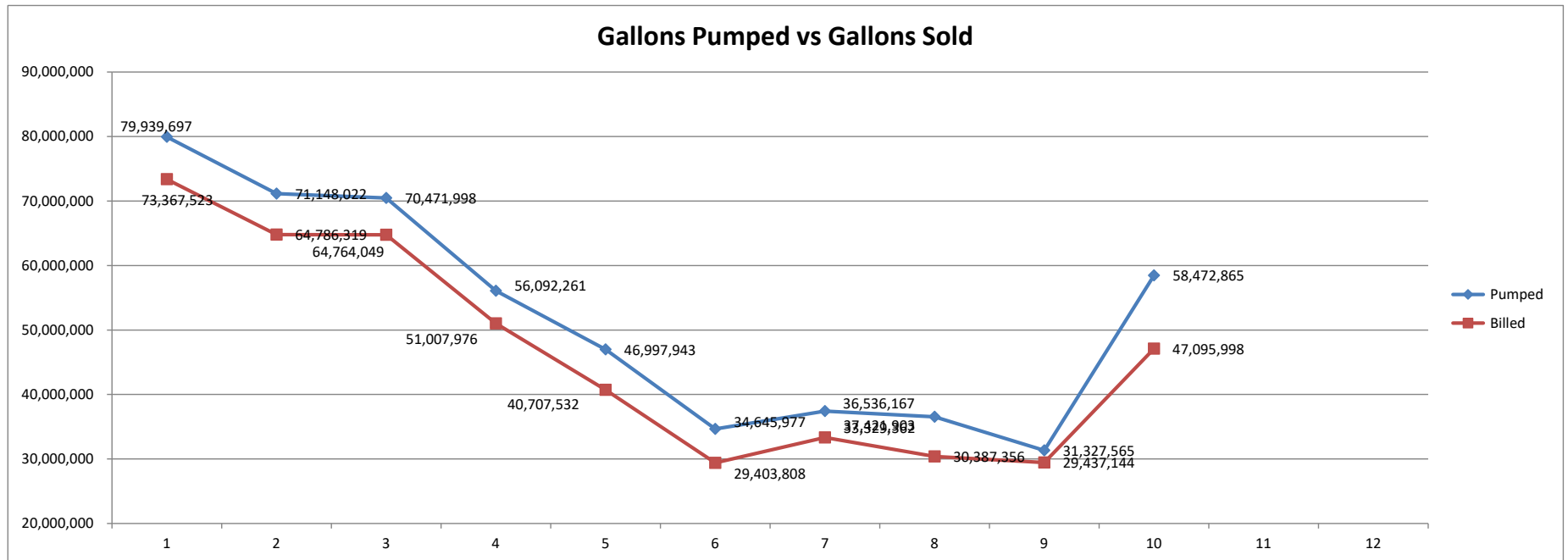
Doña Ana MDWCA at Picacho Hills Pumping Data 2012-2020 LRG-4250, 4250-S, 4250-S-2

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2014	7,127,600	7,538,000	9,229,176	10,473,776	12,509,408	13,558,832	12,891,892	10,678,512	9,388,149	9,588,205	7,655,945	7,394,480	118,033,975	362.233
2015	6,594,504	6,131,834	8,739,758	10,213,292	11,057,268	12,772,516	11,534,792	11,617,400	10,691,123	8,823,303	7,393,799	6,115,782	111,685,371	342.750
2016	5,803,070	6,625,130	8,903,256	9,656,308	11,938,800	13,382,000	19,500,100	18,774,500	11,995,200	10,128,400	9,237,600	7,779,700	133,724,064	410.384
2017	5,305,200	5,746,900	8,297,200	10,604,000	12,503,600	14,601,900	13,933,700	10,398,200	12,096,300	10,567,300	9,449,300	3,235,600	116,739,200	358.259
2018	7,894,000	6,796,600	9,361,300	11,608,600	13,111,700	12,731,900	11,951,200	14,852,200	10,213,600	9,342,400	7,913,000	6,242,100	122,018,600	374.461
2019	7,499,200	8,299,800	9,693,200	11,314,300	13,749,200	13,092,700	14,558,000	15,434,000	12,396,100	11,870,300	9,522,200	7,319,200	134,748,200	413.527
2020	7,689,200	6,979,200	8,695,700	11,399,900									34,764,000	106.687

PICACHO HILLS PUMPING DATA



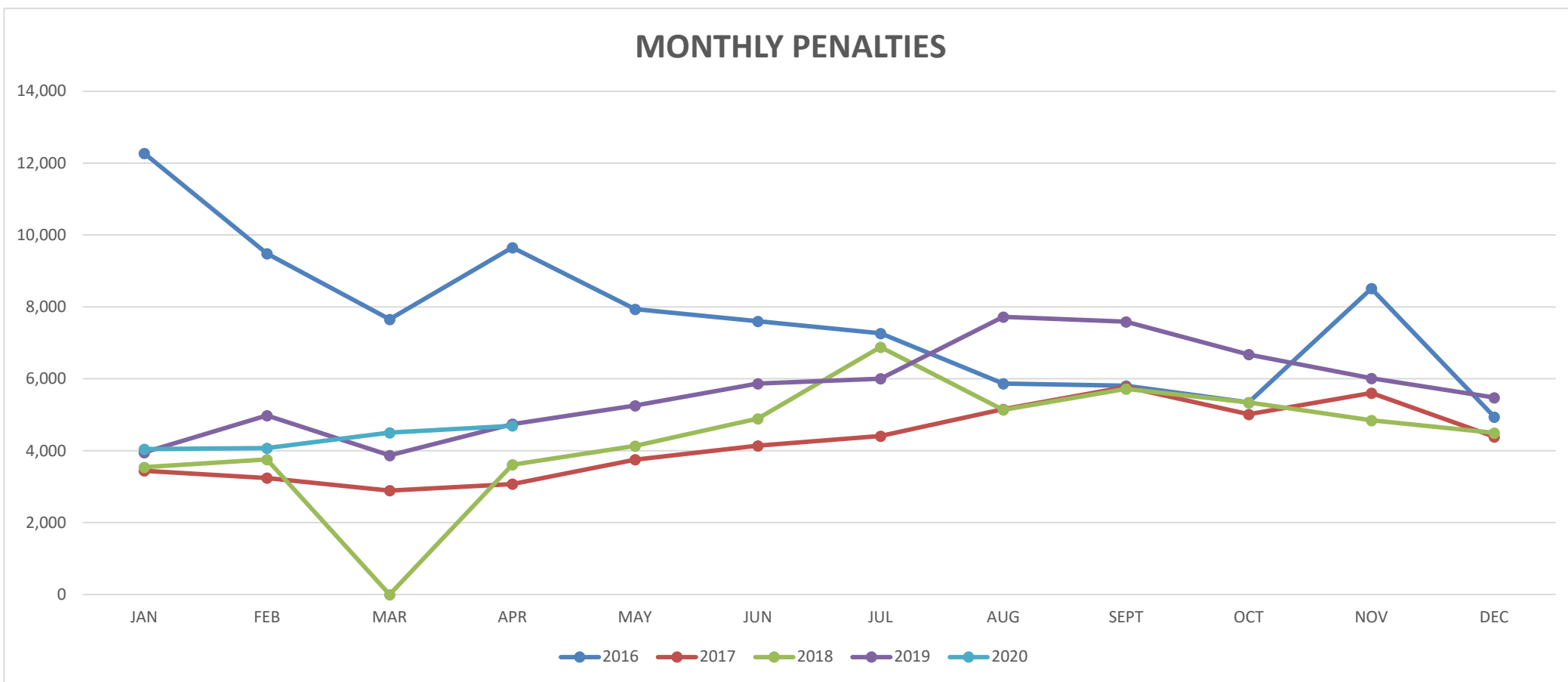
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Yrly. Gal. Total
Pumped	79,939,697	71,148,022	70,471,998	56,092,261	46,997,943	34,645,977	37,421,903	36,536,167	31,327,565	58,472,865	-	-	523,054,398
Billed	73,367,523	64,786,319	64,764,049	51,007,976	40,707,532	29,403,808	33,329,362	30,387,356	29,437,144	47,095,998	-	-	464,287,067
Flushing/Breaks Unbilled													-
Water Loss	6,572,174	6,361,703	5,707,949	5,084,285	6,290,411	5,242,169	4,092,541	6,148,811	1,890,421	11,376,867	-	-	58,767,331
% of Loss	8%	9%	8%	9%	13%	15%	11%	17%	6%	19%	#DIV/0!	#DIV/0!	11%
Picacho Hills/West Mesa													
Pumped	15,130,100	14,006,300	13,338,400	13,434,500	11,838,500	7,890,300	8,010,200	7,143,800	7,243,800	10,756,600	-	-	108,792,500
Billed	9,497,602	13,350,078	11,641,477	12,832,905	11,802,622	6,099,634	6,589,689	6,221,911	6,211,758	9,497,602	-	-	93,362,547
Unbilled													-
Water Loss	1,780,022	2,364,823	505,495	1,631,878	2,723,629	1,790,666	1,420,511	921,889	1,032,042	1,258,998	-	-	15,429,953
% of Loss	12%	17%	4%	12%	23%	23%	18%	13%	14%	12%	#DIV/0!	#DIV/0!	14%
Dona Ana/Radium/Fairview													
Pumped	64,809,597	57,141,722	57,133,598	42,657,761	35,159,443	26,755,677	29,411,703	29,392,367	24,083,765	47,716,265	-	-	414,261,898
Billed	60,017,445	53,144,842	51,931,144	39,205,354	31,592,661	23,304,174	26,739,673	24,165,445	23,225,386	37,598,396	-	-	370,924,520
Unbilled	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Loss	4,792,152	3,996,880	5,202,454	3,452,407	3,566,782	3,451,503	2,672,030	5,226,922	858,379	10,117,869	-	-	43,337,378
% of Loss	7%	7%	9%	8%	10%	13%	9%	18%	4%	21%	#DIV/0!	#DIV/0!	10%



DOÑA ANA WATER

Monthly Penalties

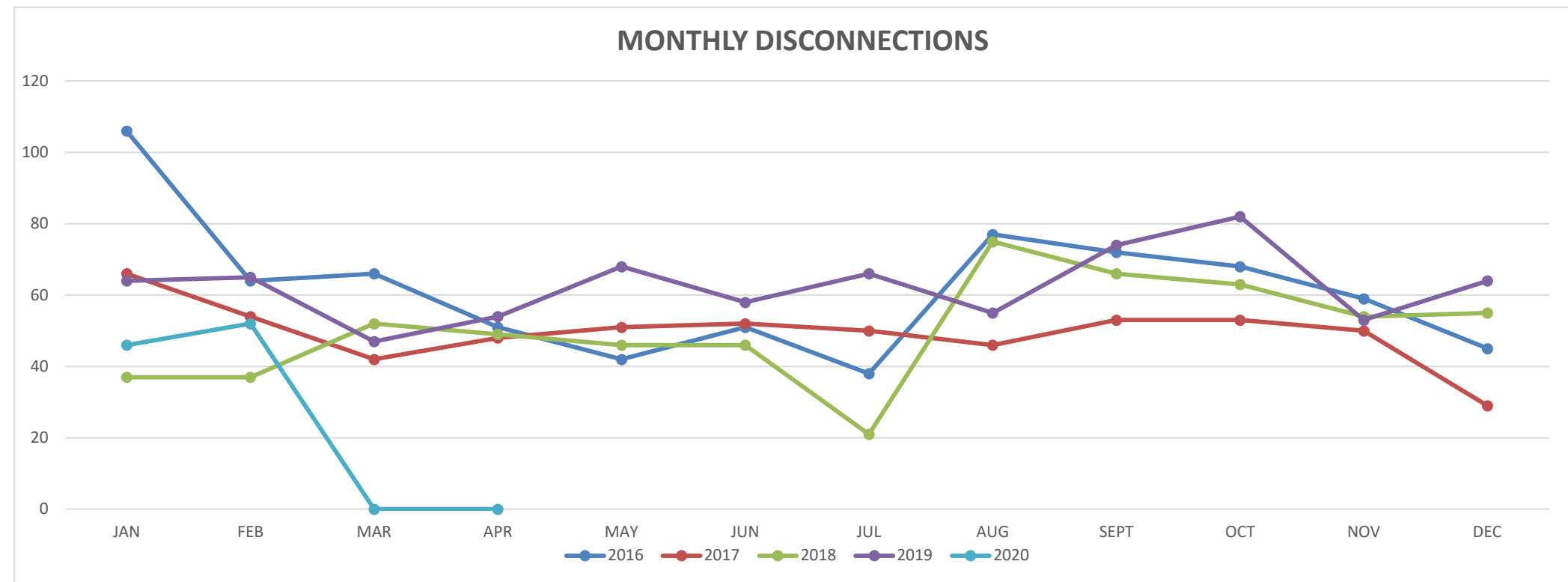
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2016	12,275	9,482	7,656	9,650	7,938	7,600	7,263	5,866	5,808	5,345	8,513	4,942
2017	3,444	3,242	2,893	3,074	3,753	4,141	4,409	5,157	5,775	5,011	5,606	4,387
2018	3,540	3,759	0	3,612	4,135	4,894	6,883	5,138	5,720	5,341	4,846	4,498
2019	3,951	4,981	3,873	4,741	5,256	5,868	6,005	7,724	7,589	6,677	6,014	5,480
2020	4,048	4,071	4,503	4,694								



DOÑA ANA WATER

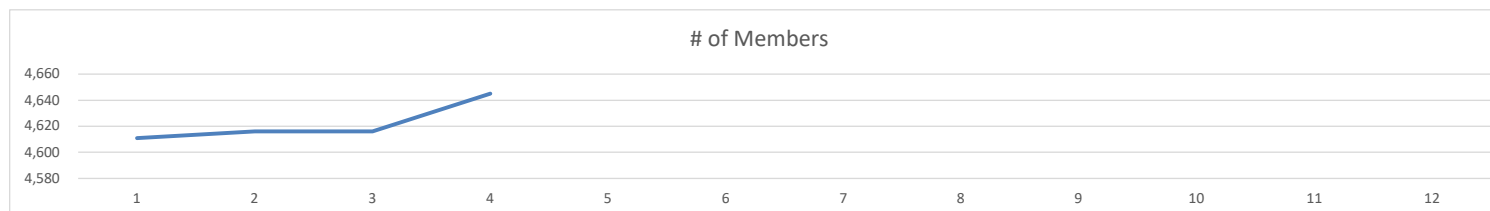
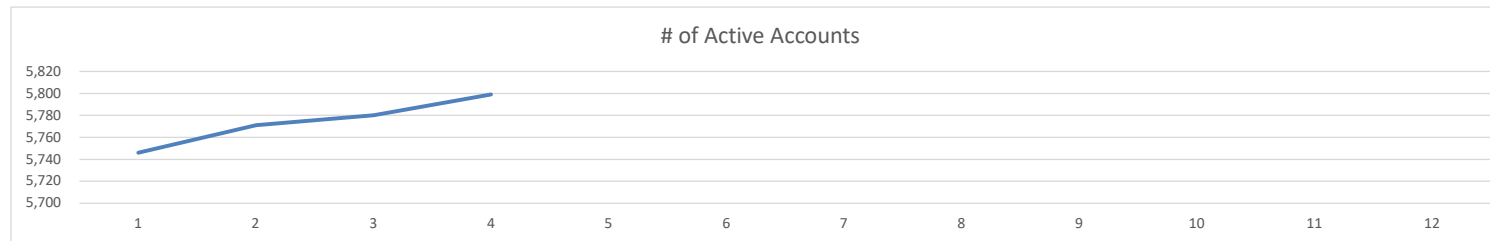
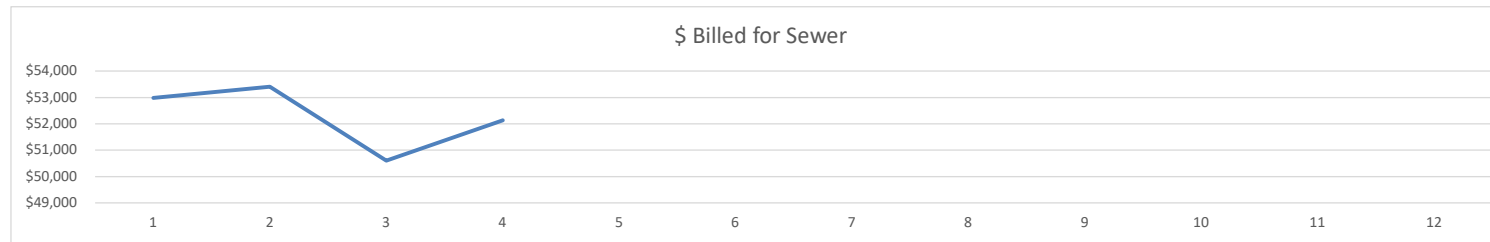
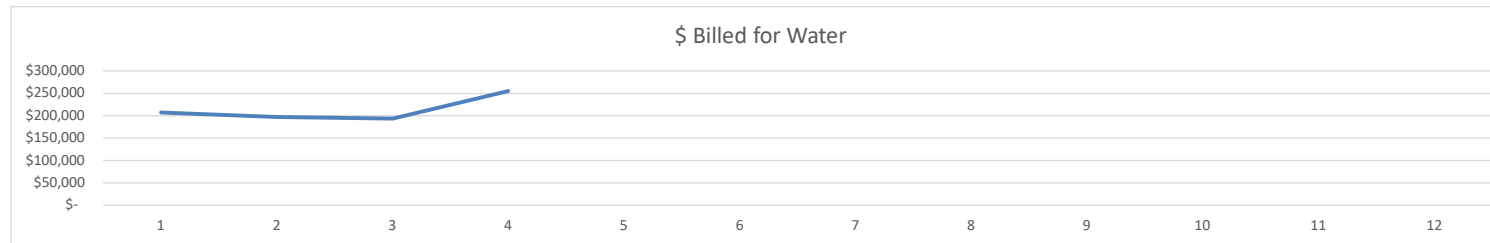
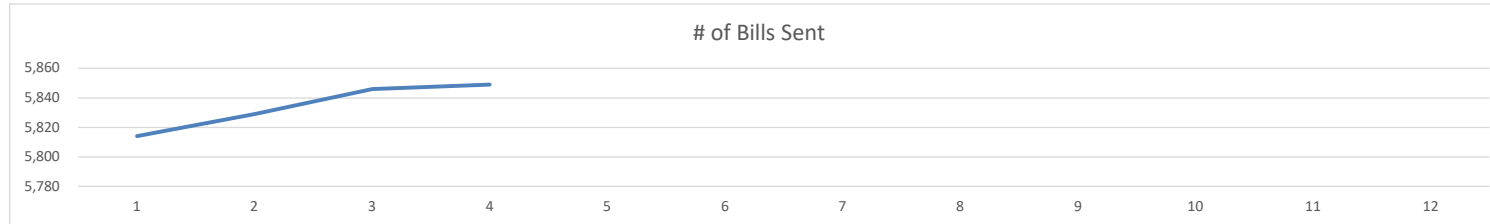
Monthly Disconnections

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2016	106	64	66	51	42	51	38	77	72	68	59	45
2017	66	54	42	48	51	52	50	46	53	53	50	29
2018	37	37	52	49	46	46	21	75	66	63	54	55
2019	64	65	47	54	68	58	66	55	74	82	53	64
2020	46	52	0	0								



2020 Billing Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
# of Bills Sent	5,814	5,829	5,846	5,849								
\$ Billed for Water	\$ 207,140	\$ 197,724	\$ 193,999	\$ 255,326								
\$ Billed for Sewer	\$ 52,989	\$ 53,414	\$ 50,599	\$ 52,136								
# of Active Accounts	5,746	5,771	5,780	5,799								
# of Members	4,611	4,616	4,616	4,645								





Bank Transaction Report

Transaction Detail

Issued Date Range: 04/01/2020 - 04/30/2020
Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: - Operating Account							
Check							
04/17/2020	04/30/2020	25532	Sunbelt Insurance Group	Accounts Payable	Cleared	Check	-9,690.25
04/17/2020	04/30/2020	25533	New Mexico Mutual Casualty Company	Accounts Payable	Cleared	Check	-1,442.00
04/17/2020	04/30/2020	25548	8 X 8 INC	Accounts Payable	Cleared	Check	-926.25
04/17/2020	04/30/2020	25549	AFLAC	Accounts Payable	Cleared	Check	-1,124.34
04/17/2020	04/30/2020	25550	American Document Services	Accounts Payable	Cleared	Check	-309.98
04/17/2020	04/30/2020	25551	Bohannan Huston	Accounts Payable	Cleared	Check	-1,936.10
04/17/2020	04/30/2020	25552	Bohannan Huston	Accounts Payable	Cleared	Check	-9,211.85
04/17/2020	04/30/2020	25553	Bohannan Huston	Accounts Payable	Cleared	Check	-1,505.94
04/17/2020	04/30/2020	25554	Bohannan Huston	Accounts Payable	Cleared	Check	-22,976.83
04/17/2020	04/30/2020	25555	Bohannan Huston	Accounts Payable	Cleared	Check	-5,030.37
04/17/2020	04/30/2020	25556	Bohannan Huston	Accounts Payable	Cleared	Check	-2,289.49
04/17/2020	04/30/2020	25557	Casa De Autos	Accounts Payable	Cleared	Check	-53.53
04/17/2020	04/30/2020	25558	Century Link	Accounts Payable	Cleared	Check	-65.34
04/17/2020	04/30/2020	25559	City of Las Cruces	Accounts Payable	Cleared	Check	-16.87
04/17/2020	04/30/2020	25560	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
04/17/2020	04/30/2020	25561	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
04/17/2020	04/30/2020	25562	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
04/17/2020	04/30/2020	25563	City of Las Cruces	Accounts Payable	Cleared	Check	-6,411.24
04/17/2020	04/30/2020	25564	City of Las Cruces	Accounts Payable	Cleared	Check	-1,109.18
04/17/2020	04/30/2020	25565	Comcast	Accounts Payable	Cleared	Check	-200.51
04/17/2020	04/30/2020	25566	Comcast	Accounts Payable	Cleared	Check	-251.97
04/17/2020	04/30/2020	25567	Core & Main	Accounts Payable	Cleared	Check	-1,127.00
04/17/2020	04/30/2020	25568	Core & Main	Accounts Payable	Cleared	Check	-1,946.83
04/17/2020	04/30/2020	25569	Core & Main	Accounts Payable	Cleared	Check	-397.73
04/17/2020		25570	Core & Main	Accounts Payable	Outstanding	Check	-598.93
04/17/2020	04/30/2020	25571	Delta Dental of New Mexico	Accounts Payable	Cleared	Check	-786.94
04/17/2020	04/30/2020	25572	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-327.94
04/17/2020	04/30/2020	25573	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-34.59
04/17/2020	04/30/2020	25574	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-72.03
04/17/2020	04/30/2020	25575	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-25.54
04/17/2020	04/30/2020	25576	Eagle Security, LLC	Accounts Payable	Cleared	Check	-162.71
04/17/2020	04/30/2020	25577	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
04/17/2020	04/30/2020	25578	El Paso Electric	Accounts Payable	Cleared	Check	-305.52
04/17/2020	04/30/2020	25579	El Paso Electric	Accounts Payable	Cleared	Check	-79.85
04/17/2020	04/30/2020	25580	El Paso Electric	Accounts Payable	Cleared	Check	-135.46

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/17/2020	04/30/2020	25581	El Paso Electric	Accounts Payable	Cleared	Check	-192.69
04/17/2020	04/30/2020	25582	El Paso Electric	Accounts Payable	Cleared	Check	-180.90
04/17/2020	04/30/2020	25583	El Paso Electric	Accounts Payable	Cleared	Check	-635.11
04/17/2020	04/30/2020	25584	El Paso Electric	Accounts Payable	Cleared	Check	-923.86
04/17/2020	04/30/2020	25585	El Paso Electric	Accounts Payable	Cleared	Check	-2,232.88
04/17/2020	04/30/2020	25586	El Paso Electric	Accounts Payable	Cleared	Check	-22.12
04/17/2020	04/30/2020	25587	El Paso Electric	Accounts Payable	Cleared	Check	-100.26
04/17/2020	04/30/2020	25588	El Paso Electric	Accounts Payable	Cleared	Check	-3,715.52
04/17/2020	04/30/2020	25589	El Paso Electric	Accounts Payable	Cleared	Check	-285.77
04/17/2020	04/30/2020	25590	El Paso Electric	Accounts Payable	Cleared	Check	-262.17
04/17/2020	04/30/2020	25591	El Paso Electric	Accounts Payable	Cleared	Check	-106.89
04/17/2020	04/30/2020	25592	El Paso Electric	Accounts Payable	Cleared	Check	-418.42
04/17/2020	04/30/2020	25593	El Paso Electric	Accounts Payable	Cleared	Check	-16.47
04/17/2020	04/30/2020	25594	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
04/17/2020	04/30/2020	25595	El Paso Electric	Accounts Payable	Cleared	Check	-966.31
04/17/2020	04/30/2020	25596	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
04/17/2020	04/30/2020	25597	El Paso Electric	Accounts Payable	Cleared	Check	-159.40
04/17/2020	04/30/2020	25598	El Paso Electric	Accounts Payable	Cleared	Check	-220.07
04/17/2020	04/30/2020	25599	El Paso Electric	Accounts Payable	Cleared	Check	-23.55
04/17/2020	04/30/2020	25600	El Paso Electric	Accounts Payable	Cleared	Check	-296.12
04/17/2020	04/30/2020	25601	El Paso Electric	Accounts Payable	Cleared	Check	-21.78
04/17/2020	04/30/2020	25602	El Paso Electric	Accounts Payable	Cleared	Check	-205.18
04/17/2020	04/30/2020	25603	El Paso Electric	Accounts Payable	Cleared	Check	-2,588.99
04/17/2020	04/30/2020	25604	El Paso Electric	Accounts Payable	Cleared	Check	-65.86
04/17/2020	04/30/2020	25605	El Paso Electric	Accounts Payable	Cleared	Check	-1,049.02
04/17/2020	04/30/2020	25606	Ferguson Waterworks	Accounts Payable	Cleared	Check	-1,151.22
04/17/2020	04/30/2020	25607	Kosh Solutions	Accounts Payable	Cleared	Check	-2,064.63
04/17/2020	04/30/2020	25608	Kosh Solutions	Accounts Payable	Cleared	Check	-86.18
04/17/2020		25609	Lujan Commercial Cleaning	Accounts Payable	Outstanding	Check	-649.88
04/17/2020	04/30/2020	25610	Maverick Drilling, Inc	Accounts Payable	Cleared	Check	-28,664.51
04/17/2020	04/30/2020	25611	MEGAHURTZ COMPUTER CONSULTING, INC.	Accounts Payable	Cleared	Check	-54.16
04/17/2020	04/30/2020	25612	New Mexico Mutual Casualty Company	Accounts Payable	Cleared	Check	-2,206.00
04/17/2020	04/30/2020	25613	New Mexico One Call	Accounts Payable	Cleared	Check	-682.77
04/17/2020	04/30/2020	25614	New Mexico Rural Water Association	Accounts Payable	Cleared	Check	-6,750.00
04/17/2020	04/30/2020	25615	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-831.18
04/17/2020	04/30/2020	25616	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-260.87
04/17/2020	04/30/2020	25617	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-140.96
04/17/2020	04/30/2020	25618	Pitney Bowes Global Financial Services LLC	Accounts Payable	Cleared	Check	-242.71
04/17/2020	04/30/2020	25619	Pitney Bowes Global Financial Services LLC	Accounts Payable	Cleared	Check	-100.00
04/17/2020	04/30/2020	25620	Professional Water Testing LLC	Accounts Payable	Cleared	Check	-121.31
04/17/2020	04/30/2020	25621	Professional Water Testing LLC	Accounts Payable	Cleared	Check	-93.15
04/17/2020	04/30/2020	25622	Professional Water Testing LLC	Accounts Payable	Cleared	Check	-102.90
04/17/2020	04/30/2020	25623	Professional Water Testing LLC	Accounts Payable	Cleared	Check	-54.16

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/17/2020		25624	R2 Contractors Specialty Inc	Accounts Payable	Outstanding	Check	-638.72
04/17/2020	04/30/2020	25625	RICOH	Accounts Payable	Cleared	Check	-588.06
04/17/2020	04/30/2020	25626	Southwest Disposal	Accounts Payable	Cleared	Check	-145.15
04/17/2020	04/30/2020	25627	Southwest Disposal	Accounts Payable	Cleared	Check	-252.50
04/17/2020	04/30/2020	25628	United Healthcare	Accounts Payable	Cleared	Check	-15,337.50
04/17/2020	04/30/2020	25629	UNUM	Accounts Payable	Cleared	Check	-1,245.79
04/17/2020	04/30/2020	25630	USDA-RUS	Accounts Payable	Cleared	Check	-2,376.00
04/17/2020	04/30/2020	25631	USDA-RUS	Accounts Payable	Cleared	Check	-2,693.00
04/17/2020	04/30/2020	25632	USDA-RUS	Accounts Payable	Cleared	Check	-2,958.00
04/17/2020	04/30/2020	25633	USDA-RUS	Accounts Payable	Cleared	Check	-7,291.00
04/17/2020	04/30/2020	25634	VISION SERVICE PLAN	Accounts Payable	Cleared	Check	-258.10
04/17/2020	04/30/2020	25635	WATSON SMITH LLC	Accounts Payable	Cleared	Check	-368.26
04/17/2020		25636	WATSON SMITH LLC	Accounts Payable	Outstanding	Check	-62.28
04/17/2020	04/30/2020	25637	WATSON SMITH LLC	Accounts Payable	Cleared	Check	-2,112.09
04/17/2020	04/30/2020	25638	Wells Fargo Bank	Accounts Payable	Cleared	Check	-1,812.17
04/17/2020	04/30/2020	25639	WEX Fleet Universal	Accounts Payable	Cleared	Check	-1,847.74
04/17/2020	04/30/2020	25640	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-42.07
04/17/2020	04/30/2020	25641	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-33.52
04/17/2020	04/30/2020	25642	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-74.30
04/17/2020	04/30/2020	25643	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-23.43
04/17/2020	04/30/2020	25644	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-15.02
04/17/2020	04/30/2020	25645	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-36.53
04/17/2020		25646	TROY M AINSWORTH	Utility Billing	Outstanding	Check	-44.49
04/17/2020		25647	MAYRA DOMINGUEZ	Utility Billing	Outstanding	Check	-20.54
04/17/2020	04/30/2020	25648	ALLISON M DOMINGUEZ	Utility Billing	Cleared	Check	-12.98
04/17/2020	04/30/2020	25649	VIRIDIANA CARDOZA	Utility Billing	Cleared	Check	-50.00
04/17/2020		25650	JESUS M. BANUELOS NUNEZ	Utility Billing	Outstanding	Check	-56.72
04/17/2020		25651	VINCENT DARLEY	Utility Billing	Outstanding	Check	-61.84
04/17/2020	04/30/2020	25652	SMITHCO CONSTRUCTION	Utility Billing	Cleared	Check	-196.79
04/17/2020		25653	SMITH & AGUIRRE CONSTRUCTION COMPANY	Utility Billing	Outstanding	Check	-690.72
04/30/2020		25655	Morrow Enterprises Inc.	Accounts Payable	Outstanding	Check	-170,698.31
04/30/2020		25656	Morrow Enterprises Inc.	Accounts Payable	Outstanding	Check	-205,954.65
04/30/2020		25657	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-4,578.04
04/30/2020		25658	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-17,059.22
04/30/2020		25659	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-18,172.94
04/30/2020		25660	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-13,533.86
04/30/2020		25664	Casa De Autos	Accounts Payable	Outstanding	Check	-53.53
04/30/2020		25665	City of Las Cruces	Accounts Payable	Outstanding	Check	-445.04
04/30/2020		25666	City of Las Cruces	Accounts Payable	Outstanding	Check	-1,109.18
04/30/2020		25667	City of Las Cruces	Accounts Payable	Outstanding	Check	-445.04
04/30/2020		25668	City of Las Cruces	Accounts Payable	Outstanding	Check	-445.04
04/30/2020		25669	City of Las Cruces	Accounts Payable	Outstanding	Check	-16.87
04/30/2020		25670	Core & Main	Accounts Payable	Outstanding	Check	-18,825.98

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/30/2020		25671	DPC Industries, Inc.	Accounts Payable	Outstanding	Check	-1,730.45
04/30/2020		25672	DPC Industries, Inc.	Accounts Payable	Outstanding	Check	-2,449.21
04/30/2020		25673	DPC Industries, Inc.	Accounts Payable	Outstanding	Check	-240.00
04/30/2020	04/30/2020	25674	Internal Revenue Service	Accounts Payable	Cleared	Check	-9,502.56
04/30/2020	04/30/2020	25675	Internal Revenue Service	Accounts Payable	Cleared	Check	-32.28
04/30/2020	04/30/2020	25676	Internal Revenue Service	Accounts Payable	Cleared	Check	-58.16
04/30/2020	04/30/2020	25677	Internal Revenue Service	Accounts Payable	Cleared	Check	-8,512.91
04/30/2020		25678	James, Cooke, & Hobson, Inc.	Accounts Payable	Outstanding	Check	-160.00
04/30/2020		25679	Lawrence Sanchez	Accounts Payable	Outstanding	Check	-550.00
04/30/2020		25680	Maverick Drilling, Inc	Accounts Payable	Outstanding	Check	-13,748.17
04/30/2020		25681	Maverick Drilling, Inc	Accounts Payable	Outstanding	Check	-7,374.08
04/30/2020	04/30/2020	25682	NMED Utility Operator Certification Program	Accounts Payable	Cleared	Check	-60.00
04/30/2020	04/30/2020	25683	OpenEdge	Accounts Payable	Cleared	Check	-1,772.95
04/30/2020		25684	Postal Pros Southwest, Inc.	Accounts Payable	Outstanding	Check	-3,146.08
04/30/2020		25685	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-74.74
04/30/2020		25686	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-141.89
04/30/2020	04/30/2020	25687	Public Employees Retirement Association	Accounts Payable	Cleared	Check	-6,943.47
04/30/2020		25688	Public Employees Retirement Association	Accounts Payable	Outstanding	Check	-6,857.37
04/30/2020		25689	RICOH	Accounts Payable	Outstanding	Check	-588.06
04/30/2020		25690	RLI Insurance Comapny	Accounts Payable	Outstanding	Check	-50.00
04/30/2020		25691	RLI Insurance Comapny	Accounts Payable	Outstanding	Check	-50.00
04/30/2020		25692	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-4,401.01
04/30/2020		25693	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-536.41
04/30/2020		25694	Southwest Envirotec	Accounts Payable	Outstanding	Check	-10,400.00
04/30/2020		25695	Turner Electric Motors	Accounts Payable	Outstanding	Check	-37.91
04/30/2020		25696	Tyler Technologies	Accounts Payable	Outstanding	Check	-1,261.25
04/30/2020		25697	United Healthcare	Accounts Payable	Outstanding	Check	-15,172.06
04/30/2020	04/30/2020	25698	Wells Fargo Bank	Accounts Payable	Cleared	Check	-66.00
04/30/2020	04/30/2020	25699	Wells Fargo Bank	Accounts Payable	Cleared	Check	-66.00
04/30/2020	04/30/2020	25704	FLEETMATICS USA LLC	Accounts Payable	Cleared	Check	-519.58
04/30/2020	04/30/2020	25705	Internal Revenue Service	Accounts Payable	Cleared	Check	-970.36
04/30/2020	04/30/2020	25706	New Mexico Department of Workforce Solutions	Accounts Payable	Cleared	Check	-831.28
04/30/2020	04/30/2020	25707	OpenEdge	Accounts Payable	Cleared	Check	-861.81
04/30/2020	04/30/2020	25708	Public Employees Retirement Association	Accounts Payable	Cleared	Check	-6,849.30
04/30/2020	04/30/2020	25709	Verizon Wireless	Accounts Payable	Cleared	Check	-619.80
04/30/2020	04/30/2020	25710	Comcast	Accounts Payable	Cleared	Check	-246.68
04/30/2020	04/30/2020	25711	Southwest Disposal	Accounts Payable	Cleared	Check	-145.15
04/30/2020	04/30/2020	25712	Southwest Disposal	Accounts Payable	Cleared	Check	-252.50
04/30/2020	04/30/2020	25713	Sotos Tire Shop	Accounts Payable	Cleared	Check	-32.49
04/30/2020	04/30/2020	25714	Wells Fargo Bank	Accounts Payable	Cleared	Check	-53.00
04/30/2020	04/30/2020	25715	Wells Fargo Bank	Accounts Payable	Cleared	Check	-231.79
04/30/2020	04/30/2020	25716	Wells Fargo Bank	Accounts Payable	Cleared	Check	-4.31
04/30/2020	04/30/2020	25717	Wells Fargo Bank	Accounts Payable	Cleared	Check	-50.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/30/2020	04/30/2020	25718	Wells Fargo Bank	Accounts Payable	Cleared	Check	-22.17
04/30/2020	04/30/2020	25719	Wells Fargo Bank	Accounts Payable	Cleared	Check	-132.57
04/30/2020	04/30/2020	25720	Wells Fargo Bank	Accounts Payable	Cleared	Check	-86.16
04/30/2020	04/30/2020	25721	Wells Fargo Bank	Accounts Payable	Cleared	Check	-75.00
04/30/2020	04/30/2020	25722	Wells Fargo Bank	Accounts Payable	Cleared	Check	-116.98
04/30/2020	04/30/2020	25723	Wells Fargo Bank	Accounts Payable	Cleared	Check	-28.00
04/30/2020	04/30/2020	25724	Wells Fargo Bank	Accounts Payable	Cleared	Check	-2,276.45
04/30/2020	04/30/2020	25725	Wells Fargo Bank	Accounts Payable	Cleared	Check	-35.98
04/30/2020	04/30/2020	25726	Wells Fargo Bank	Accounts Payable	Cleared	Check	-225.00
04/30/2020	04/30/2020	25727	Wells Fargo Bank	Accounts Payable	Cleared	Check	-78.00
04/30/2020	04/30/2020	25728	Wells Fargo Bank	Accounts Payable	Cleared	Check	-45.55
04/30/2020	04/30/2020	25729	Wells Fargo Bank	Accounts Payable	Cleared	Check	-86.15
04/30/2020	04/30/2020	25730	Wells Fargo Bank	Accounts Payable	Cleared	Check	-45.00
04/30/2020	04/30/2020	25731	Wells Fargo Bank	Accounts Payable	Cleared	Check	-107.60
04/30/2020	04/30/2020	25732	Wells Fargo Bank	Accounts Payable	Cleared	Check	-225.00
04/30/2020	04/30/2020	25733	Wells Fargo Bank	Accounts Payable	Cleared	Check	-460.33
04/30/2020	04/30/2020	25734	Wells Fargo Bank	Accounts Payable	Cleared	Check	-12.21
04/30/2020	04/30/2020	25735	Wells Fargo Bank	Accounts Payable	Cleared	Check	-149.43
04/30/2020	04/30/2020	25736	Wells Fargo Bank	Accounts Payable	Cleared	Check	-125.57
04/30/2020	04/30/2020	25737	Wells Fargo Bank	Accounts Payable	Cleared	Check	-225.00
04/30/2020	04/30/2020	25738	Wells Fargo Bank	Accounts Payable	Cleared	Check	-44.09
04/30/2020	04/30/2020	25739	Wells Fargo Bank	Accounts Payable	Cleared	Check	-909.82
04/30/2020	04/30/2020	25740	Wells Fargo Bank	Accounts Payable	Cleared	Check	-22.19
04/30/2020	04/30/2020	25741	Wells Fargo Bank	Accounts Payable	Cleared	Check	-225.00
04/30/2020	04/30/2020	25742	Wells Fargo Bank	Accounts Payable	Cleared	Check	-568.83
04/30/2020	04/30/2020	25743	Wells Fargo Bank	Accounts Payable	Cleared	Check	-64.86
04/30/2020	04/30/2020	25744	Wells Fargo Bank	Accounts Payable	Cleared	Check	-174.10
04/30/2020	04/30/2020	25745	Wells Fargo Bank	Accounts Payable	Cleared	Check	-50.00
04/30/2020	04/30/2020	25746	Wells Fargo Bank	Accounts Payable	Cleared	Check	-133.61
04/30/2020	04/30/2020	25747	Wells Fargo Bank	Accounts Payable	Cleared	Check	-225.00
04/30/2020	04/30/2020	25748	Wells Fargo Bank	Accounts Payable	Cleared	Check	-754.80
04/30/2020	04/30/2020	25749	Wells Fargo Bank	Accounts Payable	Cleared	Check	-6.26
04/30/2020	04/30/2020	25750	Wells Fargo Bank	Accounts Payable	Cleared	Check	-21.32
04/30/2020	04/30/2020	25751	Wells Fargo Bank	Accounts Payable	Cleared	Check	-132.45
04/30/2020	04/30/2020	25752	Wells Fargo Bank	Accounts Payable	Cleared	Check	-209.12
04/30/2020	04/30/2020	25753	Wells Fargo Bank	Accounts Payable	Cleared	Check	-363.69
04/30/2020	04/30/2020	25754	Wells Fargo Bank	Accounts Payable	Cleared	Check	-8,834.88
04/30/2020		25755	New Mexico State Tax & Revenue	Accounts Payable	Outstanding	Check	-18,368.56
Check Total: (202)							-766,880.72
EFT							
04/13/2020	04/30/2020	DFT0376FY20	Payroll EFT	Payroll	Cleared	EFT	-10,681.85
04/13/2020	04/30/2020	DFT0380FY20	Payroll EFT	Payroll	Cleared	EFT	-17,143.73

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/14/2020	04/30/2020	DFT0384FY20	Payroll EFT	Payroll	Cleared	EFT	-82.57
04/17/2020	04/30/2020	553	At Your Service, Inc.	Accounts Payable	Cleared	EFT	-56.88
04/17/2020	04/30/2020	554	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-13,808.63
04/17/2020	04/30/2020	555	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-10,437.74
04/17/2020	04/30/2020	556	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-7,925.30
04/27/2020	04/30/2020	DFT0391FY20	Payroll EFT	Payroll	Cleared	EFT	-9,570.63
04/27/2020	04/30/2020	DFT0395FY20	Payroll EFT	Payroll	Cleared	EFT	-15,274.63
04/28/2020	04/30/2020	DFT0399FY20	Payroll EFT	Payroll	Cleared	EFT	-350.92
EFT Total: (10)							-85,332.88
Bank Account Total: (212) Report							-852,213.60
Total: (212)							-852,213.60

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
Operating Account	212	-852,213.60
Report Total:	212	-852,213.60

Cash Account	Count	Amount
100 100-10-1000 Operating Account 1 5370	212	-852,213.60
Report Total:	212	-852,213.60

Transaction Type	Count	Amount
Check	202	-766,880.72
EFT	10	-85,332.88
Report Total:	212	-852,213.60



StateRpt...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - General Operating Fund						
Revenue						
400 - Water Sales	3,500,000.00	3,500,000.00	268,164.50	2,948,371.81	-551,628.19	15.76 %
405 - Wastewater Sales	762,074.63	762,074.63	52,928.14	595,149.61	-166,925.02	21.90 %
410 - Connection/Reconnection Charges	78,000.00	78,000.00	4,315.10	54,540.60	-23,459.40	30.08 %
420 - Water New Connections & Service Fees	695,000.00	695,000.00	4,485.75	629,068.60	-65,931.40	9.49 %
425 - Wastewater New Connections & Service Fees	100,000.00	100,000.00	537.89	59,982.13	-40,017.87	40.02 %
430 - Water Late Fees & Penalties	55,000.00	55,000.00	2,963.69	41,559.00	-13,441.00	24.44 %
435 - Wastewater Late Fees & Penalties	8,000.00	8,000.00	512.68	5,053.15	-2,946.85	36.84 %
440 - Taxes	20,000.00	20,000.00	902.98	15,147.17	-4,852.83	24.26 %
450 - Other Operating Revenue	53,700.00	53,700.00	2,745.85	57,784.86	4,084.86	7.61 %
Revenue Total:	5,271,774.63	5,271,774.63	337,556.58	4,406,656.93	-865,117.70	16.41 %
Expense						
500 - Salaries	998,000.00	998,000.00	77,794.50	804,401.21	193,598.79	19.40 %
501 - Employee Benefits	421,400.00	421,400.00	32,150.47	305,889.63	115,510.37	27.41 %
505 - Electricity	316,000.00	316,000.00	15,255.92	203,979.57	112,020.43	35.45 %
515 - Other Utilities - Gas, Water, Sewer, Telephone	41,000.00	41,000.00	3,878.72	34,173.13	6,826.87	16.65 %
520 - System Parts & Supplies	648,000.00	648,000.00	39,795.37	541,909.38	106,090.62	16.37 %
525 - System Repairs and Maintenance	350,000.00	350,000.00	62,014.61	220,898.40	129,101.60	36.89 %
530 - Vehicles Expenses	43,000.00	43,000.00	4,124.19	31,960.02	11,039.98	25.67 %
535 - Office and Administrative Expenses	156,620.00	156,620.00	6,489.96	113,858.96	42,761.04	27.30 %
540 - Professional Services - Accounting, Engineering, L	356,400.00	356,400.00	18,633.11	237,089.88	119,310.12	33.48 %
545 - Insurance	50,000.00	50,000.00	0.00	41,329.00	8,671.00	17.34 %
550 - Due, Fees, Permits and Licenses	146,820.00	146,820.00	6,302.99	64,695.38	82,124.62	55.94 %
555 - Taxes - Gross Receipts Tax, Conservation Fee	301,000.00	301,000.00	17,425.50	230,727.88	70,272.12	23.35 %
560 - Training	33,000.00	33,000.00	1,125.00	5,766.38	27,233.62	82.53 %
570 - System Repairs	0.00	0.00	620.33	1,207.43	-1,207.43	0.00 %
590 - Miscellaneous	222,350.00	222,350.00	11,292.30	130,703.59	91,646.41	41.22 %
598 - Debt Payment - Principial	780,000.00	780,000.00	43,445.14	470,384.24	309,615.76	39.69 %
599 - Debt Payments - Interest	175,000.00	175,000.00	4,044.53	91,061.27	83,938.73	47.96 %
750 - Water Rights Expense	923,000.00	923,000.00	0.00	922,372.79	627.21	0.07 %
Expense Total:	5,961,590.00	5,961,590.00	344,392.64	4,452,408.14	1,509,181.86	25.32 %
Fund: 100 - General Operating Fund Surplus (Deficit):	-689,815.37	-689,815.37	-6,836.06	-45,751.21	644,064.16	93.37 %
Fund: 200 - Grant/Loan Fund						
Revenue						
600 - Grant Revenue	6,255,285.39	6,255,285.39	0.00	4,022,750.85	-2,232,534.54	35.69 %
Revenue Total:	6,255,285.39	6,255,285.39	0.00	4,022,750.85	-2,232,534.54	35.69 %
Expense						
650 - Grant Expense	5,665,184.03	5,665,184.03	450,396.52	4,185,433.38	1,479,750.65	26.12 %
Expense Total:	5,665,184.03	5,665,184.03	450,396.52	4,185,433.38	1,479,750.65	26.12 %
Fund: 200 - Grant/Loan Fund Surplus (Deficit):	590,101.36	590,101.36	-450,396.52	-162,682.53	-752,783.89	127.57 %
Fund: 900 - Restricted Reserve Fund						
Revenue						
450 - Other Operating Revenue	0.00	0.00	0.00	4,232.07	4,232.07	0.00 %
Revenue Total:	0.00	0.00	0.00	4,232.07	4,232.07	0.00 %
Expense						
650 - Grant Expense	212,500.00	212,500.00	12,545.12	88,267.47	124,232.53	58.46 %
740 - Capital Purchases	483,000.00	483,000.00	9,211.85	9,211.85	473,788.15	98.09 %

Budget Report

For Fiscal: FY 2019 - 2020 Period Ending: 04/30/2020

StateRpt...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense Total:	695,500.00	695,500.00	21,756.97	97,479.32	598,020.68	85.98 %
Fund: 900 - Restricted Reserve Fund Surplus (Deficit):	-695,500.00	-695,500.00	-21,756.97	-93,247.25	602,252.75	86.59 %
Report Surplus (Deficit):	-795,214.01	-795,214.01	-478,989.55	-301,680.99	493,533.02	62.06 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Operating Fund	-689,815.37	-689,815.37	-6,836.06	-45,751.21	644,064.16
200 - Grant/Loan Fund	590,101.36	590,101.36	-450,396.52	-162,682.53	-752,783.89
900 - Restricted Reserve Fund	-695,500.00	-695,500.00	-21,756.97	-93,247.25	602,252.75
Report Surplus (Deficit):	-795,214.01	-795,214.01	-478,989.55	-301,680.99	493,533.02



	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 100 - General Operating Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	1,188,836.25	315,679.82	-873,156.43
105 - Due From Other Governments	0.00	0.00	0.00
110 - Accounts Receivable	0.00	0.00	0.00
120 - Fund Transfers	0.00	730,082.24	730,082.24
130 - Inventories	269,214.15	549,270.26	280,056.11
140 - Prepaid Expenses	0.00	0.00	0.00
145 - Refundable Deposits	0.00	0.00	0.00
146 - Restricted Cash	116,374.41	184,227.15	67,852.74
147 - Restricted Investments	0.00	0.00	0.00
Total ReportOnly1 10 - Current Assets:	1,574,424.81	1,779,259.47	204,834.66
ReportOnly1: 15 - Long-term Assets			
150 - Capital Assets, Net	0.00	0.00	0.00
Total ReportOnly1 15 - Long-term Assets:	0.00	0.00	0.00
Total Assets:	1,574,424.81	1,779,259.47	204,834.66
Liability			
ReportOnly1: 10 - Current Assets			
105 - Due From Other Governments	0.00	0.00	0.00
Total ReportOnly1 10 - Current Assets:	0.00	0.00	0.00
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	1,072.99	-1,072.99
210 - Due to Other Governments	0.00	0.00	0.00
214 - Accrued Payroll	0.00	-22,638.36	22,638.36
222 - Customer Deposits	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	-21,565.37	21,565.37
ReportOnly1: 25 - Long-term Liabilities			
250 - Compensated Absences	0.00	0.00	0.00
251 - Long-term Debt	0.00	0.00	0.00
Total ReportOnly1 25 - Long-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	-21,565.37	21,565.37
Equity			
ReportOnly1: 30 - Net Assets			
300 - Net Assets	2,801,050.19	1,846,576.05	272,151.24
Total ReportOnly1 30 - Net Assets:	2,801,050.19	1,846,576.05	272,151.24
Total Beginning Equity:	2,801,050.19	1,846,576.05	272,151.24
Total Revenue	21,287,132.36	4,406,656.93	-16,880,475.43
Total Expense	16,934,293.48	4,452,408.14	12,481,885.34
Revenues Over/(Under) Expenses	4,352,838.88	-45,751.21	-4,398,590.09
Total Equity and Current Surplus (Deficit):	7,153,889.07	1,800,824.84	-5,353,064.23
Total Liabilities, Equity and Current Surplus (Deficit):	7,153,889.07	1,779,259.47	-5,374,629.60

Balance Sheet

As Of 04/30/2020

	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 200 - Grant/Loan Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	0.00	0.00	0.00
105 - Due From Other Governments	0.00	0.00	0.00
120 - Fund Transfers	0.00	-609,297.09	-609,297.09
146 - Restricted Cash	-446,614.56	0.00	446,614.56
Total ReportOnly1 10 - Current Assets:	-446,614.56	-609,297.09	-162,682.53
ReportOnly1: 15 - Long-term Assets			
150 - Capital Assets, Net	0.00	0.00	0.00
Total ReportOnly1 15 - Long-term Assets:	0.00	0.00	0.00
Total Assets:	-446,614.56	-609,297.09	-162,682.53
Liability			
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	0.00	0.00
ReportOnly1: 25 - Long-term Liabilities			
251 - Long-term Debt	0.00	0.00	0.00
Total ReportOnly1 25 - Long-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	0.00	0.00
Equity			
ReportOnly1: 30 - Net Assets			
300 - Net Assets	-772,534.47	-446,614.56	0.00
Total ReportOnly1 30 - Net Assets:	-772,534.47	-446,614.56	0.00
Total Beginning Equity:	-772,534.47	-446,614.56	0.00
Total Revenue	17,878,240.84	4,022,750.85	-13,855,489.99
Total Expense	19,216,668.85	4,185,433.38	15,031,235.47
Revenues Over/(Under) Expenses	-1,338,428.01	-162,682.53	1,175,745.48
Total Equity and Current Surplus (Deficit):	-2,110,962.48	-609,297.09	1,501,665.39
Total Liabilities, Equity and Current Surplus (Deficit):	-2,110,962.48	-609,297.09	1,501,665.39

Balance Sheet

As Of 04/30/2020

	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 900 - Restricted Reserve Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	0.00	0.00	0.00
110 - Accounts Receivable	0.00	0.00	0.00
120 - Fund Transfers	0.00	-120,785.15	-120,785.15
146 - Restricted Cash	0.00	0.00	0.00
147 - Restricted Investments	1,679,375.22	1,706,913.12	27,537.90
Total ReportOnly1 10 - Current Assets:	1,679,375.22	1,586,127.97	-93,247.25
Total Assets:	1,679,375.22	1,586,127.97	-93,247.25
Liability			
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	0.00	0.00
Equity			
ReportOnly1: 30 - Net Assets			
300 - Net Assets	703,366.48	1,679,375.22	0.00
Total ReportOnly1 30 - Net Assets:	703,366.48	1,679,375.22	0.00
Total Beginning Equity:	703,366.48	1,679,375.22	0.00
Total Revenue	11,469.75	4,232.07	-7,237.68
Total Expense	2,708,725.05	97,479.32	2,611,245.73
Revenues Over/(Under) Expenses	-2,697,255.30	-93,247.25	2,604,008.05
Total Equity and Current Surplus (Deficit):	-1,993,888.82	1,586,127.97	3,580,016.79
Total Liabilities, Equity and Current Surplus (Deficit):	-1,993,888.82	1,586,127.97	3,580,016.79



Income Statement

Group Summary

For Fiscal: FY 2019 - 2020 Period Ending: 04/30/2020

FedRpt2	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - General Operating Fund					
Revenue					
400 - Water Sales	3,750,000.00	3,750,000.00	271,068.35	3,187,052.23	562,947.77
401 - Wastewater Sales	747,074.63	747,074.63	51,585.24	582,372.20	164,702.43
405 - Pntly/Disconnects	196,000.00	196,000.00	8,730.40	139,981.62	56,018.38
410 - Installations	500,000.00	500,000.00	1,851.74	418,429.77	81,570.23
430 - Miscellaneous	56,700.00	56,700.00	2,050.00	48,742.37	7,957.63
700 - Investment / Interest	22,000.00	22,000.00	2,270.85	30,078.74	-8,078.74
Revenue Total:	5,271,774.63	5,271,774.63	337,556.58	4,406,656.93	865,117.70
Expense					
500 - Salaries/Benefits	1,364,900.00	1,364,900.00	106,296.97	1,090,088.46	274,811.54
510 - Tax / Insurance	372,500.00	372,500.00	19,840.49	275,284.56	97,215.44
515 - Utilities/Fuel/Oil	388,500.00	388,500.00	20,982.38	261,715.52	126,784.48
520 - Supplies/Expense	1,204,570.00	1,204,570.00	110,159.93	900,066.09	304,503.91
525 - Debt Services	780,000.00	780,000.00	43,445.14	470,384.24	309,615.76
530 - Interest	175,000.00	175,000.00	4,044.53	91,061.27	83,938.73
540 - Dues, Fees, permits, and licenses	77,720.00	77,720.00	0.00	150.00	77,570.00
570 - Office and administrative expense	123,000.00	123,000.00	9,690.25	96,341.85	26,658.15
580 - Professional fees	367,400.00	367,400.00	18,633.11	239,813.96	127,586.04
620 - Other operating expenses	185,000.00	185,000.00	11,299.84	105,129.40	79,870.60
640 - Capital expenditures	923,000.00	923,000.00	0.00	922,372.79	627.21
Expense Total:	5,961,590.00	5,961,590.00	344,392.64	4,452,408.14	1,509,181.86
Fund: 100 - General Operating Fund Surplus (Deficit):	-689,815.37	-689,815.37	-6,836.06	-45,751.21	-644,064.16
Fund: 200 - Grant/Loan Fund					
Revenue					
650 - Grant/Loan Revenue	6,255,285.39	6,255,285.39	0.00	4,022,750.85	2,232,534.54
Revenue Total:	6,255,285.39	6,255,285.39	0.00	4,022,750.85	2,232,534.54
Expense					
660 - Grant/Loan Expense	5,665,184.03	5,665,184.03	450,396.52	4,185,433.38	1,479,750.65
Expense Total:	5,665,184.03	5,665,184.03	450,396.52	4,185,433.38	1,479,750.65
Fund: 200 - Grant/Loan Fund Surplus (Deficit):	590,101.36	590,101.36	-450,396.52	-162,682.53	752,783.89
Fund: 900 - Restricted Reserve Fund					
Revenue					
415 - Miscellaneous	0.00	0.00	0.00	4,232.07	-4,232.07
Revenue Total:	0.00	0.00	0.00	4,232.07	-4,232.07
Expense					
520 - Supplies/Expense	483,000.00	483,000.00	9,211.85	9,211.85	473,788.15
660 - Grant/Loan Expense	212,500.00	212,500.00	12,545.12	88,267.47	124,232.53
Expense Total:	695,500.00	695,500.00	21,756.97	97,479.32	598,020.68
Fund: 900 - Restricted Reserve Fund Surplus (Deficit):	-695,500.00	-695,500.00	-21,756.97	-93,247.25	-602,252.75
Total Surplus (Deficit):	-795,214.01	-795,214.01	-478,989.55	-301,680.99	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
100 - General Operating Fund	-689,815.37	-689,815.37	-6,836.06	-45,751.21	-644,064.16
200 - Grant/Loan Fund	590,101.36	590,101.36	-450,396.52	-162,682.53	752,783.89
900 - Restricted Reserve Fund	-695,500.00	-695,500.00	-21,756.97	-93,247.25	-602,252.75
Total Surplus (Deficit):	-795,214.01	-795,214.01	-478,989.55	-301,680.99	



Doña Ana Mutual Domestic Water Consumers Association
Mailing Address: P.O. Box 866 • Doña Ana, NM • 88032
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The Association will make the following emergency procedures for the safety of our members as well as our staff. These changes and authorizations should remain in effective until further notice.

1. Our lobby will remain closed. We have temporary office hours Monday – Thursday 8:00 am – 4:00 pm and Friday 8:00 am -12:00 pm.
2. **Our drive-thru will be open beginning Tuesday May 26, 2020**
3. All staff to be on a four hour workday. Half of the staff will report in the morning and the other half in the afternoons. This will help to reduce the possibility of our entire staff being quarantined. Staff will be placed on paid administrative leave for the missing hours to ensure our employees are still receiving a regular 40 hours per week in regard to pay. **Overtime will only be paid once an employee has work 40 hours in a 7 day work week. Paid Administrative Leave will not be used for the calculation of overtime.**
4. In the event we have someone on our staff be quarantined for any type of sickness we will require an automatic 14 day quarantine, following CDC recommendations. We will require a written statement from the physician regarding the need for a quarantine. This will also apply should someone in their home be quarantined, this follows the CDC recommendations. The employees will receive paid administrative leave.
5. Suspension of disconnections of services for any reason. Customers are still encouraged to make payments because late fees and non-payment fees will still be assessed. Current payment methods include the follow:
 - a. IVR with 24-hour access to make payments
 - b. Online Portal with 24-hour access to make payments
 - c. **Drop Box only located at 5535 Ledesma Drive (Cash will be accepted)**
 - d. Mail
6. We will suspend non-essential services: such as new meter complex installs requiring multiple staff members, fire flow testing, relocation of meters, other general service order requests.
7. **We will begin installing basic new connections which only require a single employee to install, subdivision reviews, data logging, meter rereads, basic service orders that only require single employees to respond. These services will go into effect beginning Tuesday May 26, 2020.**
8. Suspension of all Association paid travel in-state and out-of-state; include for testing, conferences, training etc.
9. **Staff will avoid all non-essential travel including plane trips and cruise ship. NO travel to the El Paso Area, Bernalillo County, McKinley County, and San Juan County. Self-quarantine or self-isolation for at least fourteen days after all non-essential travel including plane trips and cruise ship and travel to the four specific regions listed. If the travel is for personal reasons the self-quarantine or self-isolation will not be considered paid administrative leave.**
10. **Staff will be required to wear the face coverings while at the Association. The Association has already provided all staff with 3 cloth reusable face masks.**
11. **Beginning Tuesday May 26, 2020, we will begin screening our staff every day. The screening includes a short questionnaire regarding the 9 symptoms addressed in the *COVID-Safe Practices for All Employers.***

- 12. Beginning Wednesday May 27, 2020, all department managers will begin screening their employees with a no-contact thermometer. Individuals with a temperature reading of above 100.4°F will be denied entry*
- 13. Employees to not engage in ridesharing. If not possible, ensure use of face coverings while in vehicle and adequate ventilation.*
- 14. Tools, equipment and vehicles should not be shared whenever possible. Always sanitize items after use, especially before and after any shift change.*
- 15. Staff will be required to practice social distancing of at least 6 feet as recommended by the CDC. Staff will be given job assignments that will benefit the association while reducing the need for contact with others.*
 - a. Examples of jobs that will be assigned including painting and maintenance of fire hydrants, painting and maintenance of well, miscellaneous outdoor maintenances, document scanning, handling phone payments, updating of files and creating SOP's)
- 16. Telecommunication will be an option for members of management for non-essential administrative work.*
- 17. The Board of Directors will return to their regular board meeting schedule which holds meetings the 1st & 3rd Thursday of each month. The meetings will be held telephonically or by video conference until further notice.*
- 18. All public service announcements will be posted to website and front office door.*
- 19. Authorization for the Executive Director to take any necessary actions to protect the Association, its members, and staff such action to be reported to the board in a timely fashion.*