



*Doña Ana Mutual Domestic Water Consumers Association Mailing  
Address: P.O. Box 866 • Doña Ana, NM • 88032 Physical Address: 5535  
Ledesma Dr. • Las Cruces, NM 88007 (575) 526-3491 Office • (575) 526-  
9306 Fax*

## **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 June 20, 2019, convening at 9:00 a.m. at the Doña Ana Mutual Domestic Water Consumers Association Board Room 5535 Ledesma Dr., Las Cruces, NM 88007:

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

### **Approval of Agenda**

#### **Minutes:**

1. Minutes of 6-6-2019 Regular Meeting

### **Approval of New Members & Meters**

#### **Customer Issues and Public Input**

2. Chris Erickson – Disconnection Notifications
3. Robert and Patricia Kirkpatrick – Sewer Variance Request

*Public Input will be limited to 3 minutes per person*

### **Board President Report**

#### **Staff Reports**

4. Executive Director

### **New Business**

#### **Consent Agenda**

None

#### **Unfinished Business**

5. Approval of IVR Payment System
6. Approval to Award Phase III Southeast Collection
7. Approval of Resolution 2019-12 – Disposal of Scrap Material

#### **Closed Session:**

As authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8), the following portion of the Board Meeting will be conducted in closed session:

1. Real Property and Water Right Acquisition
  - a. Discussion of Potential Water Rights Purchase

### **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 Stephanie Suggs at (575) 526-3491 on the Tuesday prior to the meeting or as soon as possible.*



*Doña Ana Mutual Domestic Water Consumers Association  
Mailing Address: P.O. Box 866 • Doña Ana, NM • 88032  
Physical Address: 5535 Ledesma Dr. • Las Cruces, NM 88007  
(575) 526-3491 Office • (575) 526-9306 Fax*

The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, June 6, 2019 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 – Kurt Anderson, Excused Absence

Board Member – Paul Maxwell, Present

A Quorum was declared

### **Others in Attendance:**

Legal Counsel – Josh Smith

Members of the Public – Wes Koerpeg, David Ballard, Samantha Barncastle-Salopek

### **Approval of Agenda**

Dr. Maxwell moved to approve the agenda for the June 6, 2019 Regular Board Meeting as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Executive Director Jennifer Horton requested we move Item Three in Unfinished Business to directly after Customer Input. This would allow us to address the public that is here for this item as the Staff Reports will take some time today. Dr. Maxwell amended his motion to accept the change. Mr. Stull seconded the motion. The Chair called for a vote on the amended motion. The motion carried by roll call vote 3-0.

## **Minutes**

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of May 16, 2019 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 minutes; the motion carried by roll call vote 3-0.

## **New Members & New Meters**

Dr. Maxwell moved to approve the New Members and New Meters list as presented. Mr. Stull seconded the motion. The Chair called for discussion of the motion. We have thirteen (13) names on the list; twelve (12) are new members. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

## **Customer Issues and Public Input**

None

## **Unfinished Business Item Three**

Dr. Maxwell moved to approve the Amended Resolution 2019-04 Water Rights. Mr. Stull seconded the motion. The Chair called for discussion from the public first and then the Board will respond. Mrs. Samantha Barncastle-Salopek expressed many thanks and appreciation for the changes made to the water rights policy. The cooperative effort lays a solid foundation for the future. Mr. Wes Koerpeg from KT Engineering also expressed appreciation for the changes made. Mr. Smith explained all changes have been addressed, and all subdivisions are subject to this policy, while following Dona Ana County policies that currently have certain allowances for familial splits. There are specific guidelines the County has defined for that particular occurrence. Dr. Maxwell expressed concerns regarding the word 'shall' in paragraph two. He requested we review our water rights fee to ensure we are abiding by the fair market value. Mr. Melton agreed we can look into the

fair market value while approving this resolution to continue moving forward. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

### **Board President Report**

Mr. Melton reported he has been addressing personal items the last few weeks.

### **Staff Reports**

Ms. Horton advised we are progressing in Radium Springs, with about ninety-percent of the piping laid. The construction on the wells are the final remaining large items. The well driller and the contractor are in negotiations. We are looking at November for final completion. Once the new wells are online we will have to drain the Indian Tank in order to complete the final connections. The Soldier Tank has already been connected to the new lines. Well eleven and fifteen continue to be reviewed in Massachusetts. Challenges and delays of this nature are expected from government agencies. Southeast Collection Phase II is in the final documentation stages. Renegade Construction will be here the third week of June to pave El Camino Real at the latest, however we are hoping for next week. They were available sooner, however Dona Ana County would not authorize weekend work. We have had J-29 attending to El Camino Real with additional road signs and watering the road. Their signs have been vandalized with graffiti while we wait for pavement. Phase III of Southeast Collection will go out to bid in mid-June and there is a requirement of having at least three thousand linear feet of vacuum sewer experience. The Via Norte Project is also in the final paperwork stages. The WWTP work continues, with materials arriving for the larger appurtenances. We are fully staffed in Operations; we have one open position in Customer Service. Subdivisions are progressing quickly.

### **New Business**

None

## **Unfinished Business**

Dr. Maxwell moved to approve Resolution 2019-08 Rate Increase. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton advised this follows the rate study we had conducted from Carl Brown a few years ago with a three-and-one-half percent increase on water and three-percent increase on wastewater. We review small, incremental increases annually to have less of an impact on the community in lieu of a large jump every so many years. The rate study is completed every five years. The changes will go into effect at the start of the Fiscal Year, July first. Dr. Maxwell inquired as to where we stand for rates compared to other Mutual Domestic Companies. Ms. Horton advised it depends on the area of the State we look at. For entities of similar size, we are about average; however, compared to a smaller system our rates are higher; compared to a system up north we are lower on the rate scale. The water systems are all listed online in a database at the Environment Department. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-09 Customer Policies; Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton clarified there are very few changes. The meter testing fee needs to be reviewed. The Board had previously discussed the potential for sending a water meter to the manufacturer's test farm in lieu of having the accuracy meter testing conducted at NMSU by the local third party. Ms. Horton advised the manufacturer does not allow farm testing for customer meters; the manufacturer testing procedure is similar to the third party here. The manufacturer only allows batch meters to be tested on the farm; not customer meters. The only difference in the accuracy testing is the pricing. All testing follows the AWWA standards. The Board opted to continue having the meter tested locally to keep the lower testing fee. The fire flow testing procedure has been updated to include the water usage, and the newly adopted water rights policy has been added to the policy handbook. There are no further changes to the policy handbook.

Dr. Maxwell amended his motion to keep the current meter testing procedure local; Mr. Stull seconded the motion. The Chair called for a vote on the amended motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-10 10% Match for Colonias Infrastructure Fund 4910. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton explained this is the matching component for the planning and design phase for the rehab of the Dona Ana Village force main and vacuum station. The total match is twenty-two-thousand-five-hundred dollars and is required to be utilized under materials or cash into the project. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-11 10% Match for Colonias Infrastructure Fund 4911. The motion was seconded by Mr. Stull. The Chair called for discussion. Ms. Horton advised this is the matching component for Southeast Collection Phase Four at eighty-thousand dollars, however we may have federal funds awarded at a later time. This is all construction funds, not planning and design. Dr. Maxwell is proud of how we secure eight-hundred-thousand dollars through a grant/loan combination and would like to promote this once everything is secured. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve the Employee Handbook. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton advised this is reviewed each year, however there are no changes this year. This is a comprehensive guide of how we govern our staff and what is expected. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Task Order Two Water and Wastewater Development Standards and Specifications. The motion was seconded by Mr. Stull. The Chair called for discussion. Ms. Horton explained we have been trying to develop a standard for how we want our infrastructure built. Our draft is similar to the City of Las Cruces, with room for improvement. Once Bohannon Huston reviews this they will draft a complete set of standards that everyone from an outside contractor to our own contractors must follow. This will be a published document allowing for consistency throughout our entire system. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

### **Open Discussion**

Dr. Maxwell inquired about the open Board vacancy. Mr. Melton advised our district lines are in review to ensure we are abiding by our ten percent variance. Dr. Maxwell continues to research best practices for water conservation.

### **Adjournment**

Dr. Maxwell moved to adjourn at 10:15 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

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

\_\_\_\_\_  
Date

**New Meter New Members**

Name	Address	District	Meter Inst.	Water Rights	Impact fee	Member Fee	Sewer Conn.	Sewer Imp.	Other Fees	Treatment	Tax	Total Cost
Ana Cuellar	3010 San Lorenzo	4				\$75.00			\$63.00		\$3.75	\$141.75
Tim Mccaslin	10002 San Savino	5				\$75.00			\$63.00		\$3.75	\$141.75
Dorothy Verranault	1075 Taylor Rd	4				\$75.00			\$63.00		\$3.75	\$141.75
Veronica Campos	221 Sunshine Valley	5				\$75.00			\$63.00		\$3.75	\$141.75
John Toepfer	1618 Via Norte	5				\$75.00			\$63.00		\$3.75	\$141.75
Martin Lucero	8289 Degas	5				\$75.00			\$63.00		\$3.75	\$141.75
Randy Pickering	1316 Morisat	5				\$75.00			\$63.00		\$3.75	\$141.75
Jonathan Persa	10140 Tuscany Dr	5				\$75.00			\$63.00		\$3.75	\$141.75
Alfonso Carrasco	2816 San Lorenzo	3				\$75.00			\$63.00		\$3.75	\$141.75
Gary Reed	5641 Miramontes	5				\$75.00			\$63.00		\$3.75	\$141.75
Jamie Rodriguez	65 Horseshoe	2				\$75.00			\$63.00		\$3.75	\$141.75
Desert View Homes	1550 Pueblo Bonito	3	\$1,255.00	\$1,750.00	\$1,642.00	EM			\$25.00		\$233.60	\$4,905.60
Desert View Homes	1554 Santa Thomas	3				EM						\$0.00
Desert View Homes	1555 Pueblo Bonito	3				EM						\$0.00
Desert View Homes	1558 Santa Thomas	3				EM						\$0.00
Desert View Homes	1570 Santa Thomas	3				EM						\$0.00
Desert View Homes	3019 San Miguel	3				EM						\$0.00
			\$1,255.00	\$1,750.00	\$1,642.00	\$825.00			\$718.00		\$274.85	\$6,464.85





Request to Address the Board of Directors

Date: 5/22/2019

Account Number: 02-0622-05

Phone Number: 575-680-6098

Name: Chris Ericason

Service Address: 4408 Dagan Ct

I, Chris Ericason, 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:

Email notification & other issues regarding modernization of the system

I understand that this office will contact me, by phone or email no later than the Tuesday before the meeting scheduled on 6/20/2019, with an approximate time to appear before the Board of Directors.

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

Time Requested 15 minutes

Handouts

due before 6.13.2019  
5:00 pm

\*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.

[Signature]  
Customer Signature

[Signature]  
Dona Ana MDWCA Representative



Request to Address the Board of Directors

Date: 6-10-19

Account Number: \_\_\_\_\_ Phone Number: 575-644-4026  
Name: Robert A. Kinkpatrick & Patricia K Kinkpatrick  
Service Address: 6500 Vista De Oro

I, Robert & Patricia Kinkpatrick 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:

Appeal decision To require hook up sewer

I understand that this office will contact me, by phone or email no later than the Tuesday before the meeting scheduled on 6-20-19, with an approximate time to appear before the Board of Directors.

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

Time Requested 5 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.

[Signature]  
Customer Signature

[Signature]  
Dona Ana MDWCA Representative

Ms. Jennifer J. Horton  
Executive Director  
Dona Ana Mutual Domestic Water  
P.O. Box 866  
Dona Ana NM 88032 (Hand Delivered)

RE: 6506 Vista De Oro (16.893 tract of land)

June 10, 2019

Dear Ms. Horton,

Please respectfully accept this request for an appeal to your decision to require my wife and I to hook up to your sewer system instead of us using a septic system on our property. We feel our case is unique because of several factors I will list below.

1. The distance and the topography from the sewer connections both present issues. The distance is approximately 1000 feet. The topography is arroyos and twist and turns from the pad site to Vista De Oro. The distance may not be as critical as the different elevations. The high-pressure line can air lock even with Anti- Siphons devices. The Engineers at Zoeller Pumps cannot guarantee that stoppages will not be an issue. They have recommended using two 840 Shark Grinder pumps both 2HP and using 1.5-inch schedule 80 high pressure line with multiple clean outs and anti-siphon devices. Their opinion on the pipe size and the grinder pumps differ from Johnny's Septic company, who recommend 1 pump and 2.5-inch pipe.
2. It is my understanding it is my responsibility to clear any stoppages before it reaches your sewer line. That is worrisome to us since this may be a frequent occurrence and it will be a very unpleasant situation. We will not be very happy if this should be the case as we know in advance the possibility is very likely. The cost to set up this system, verses a septic system, is four and ½ times as expensive and that does not even include your impact fees and rough in cost, since I do not see a sewer stub out on Vista De Oro. An additional cost will probably require a street cut.
3. We have met with Marcy at NMED. She advised us there are several septic tanks in our area and those homeowners have not been required to vacate their septic tanks. She also has advised us that this decision rests solely with your Board of Directors.
4. All our other utility services are in and the pad site and rock walls are in place. We have our own water well.

Please, Members of the Board, consider our case based on the items I have listed above. I hope you will consider our position from a practical and monetary stand point.

Respectfully,

  
Robert and Patricia Kirkpatrick







Pictures of road







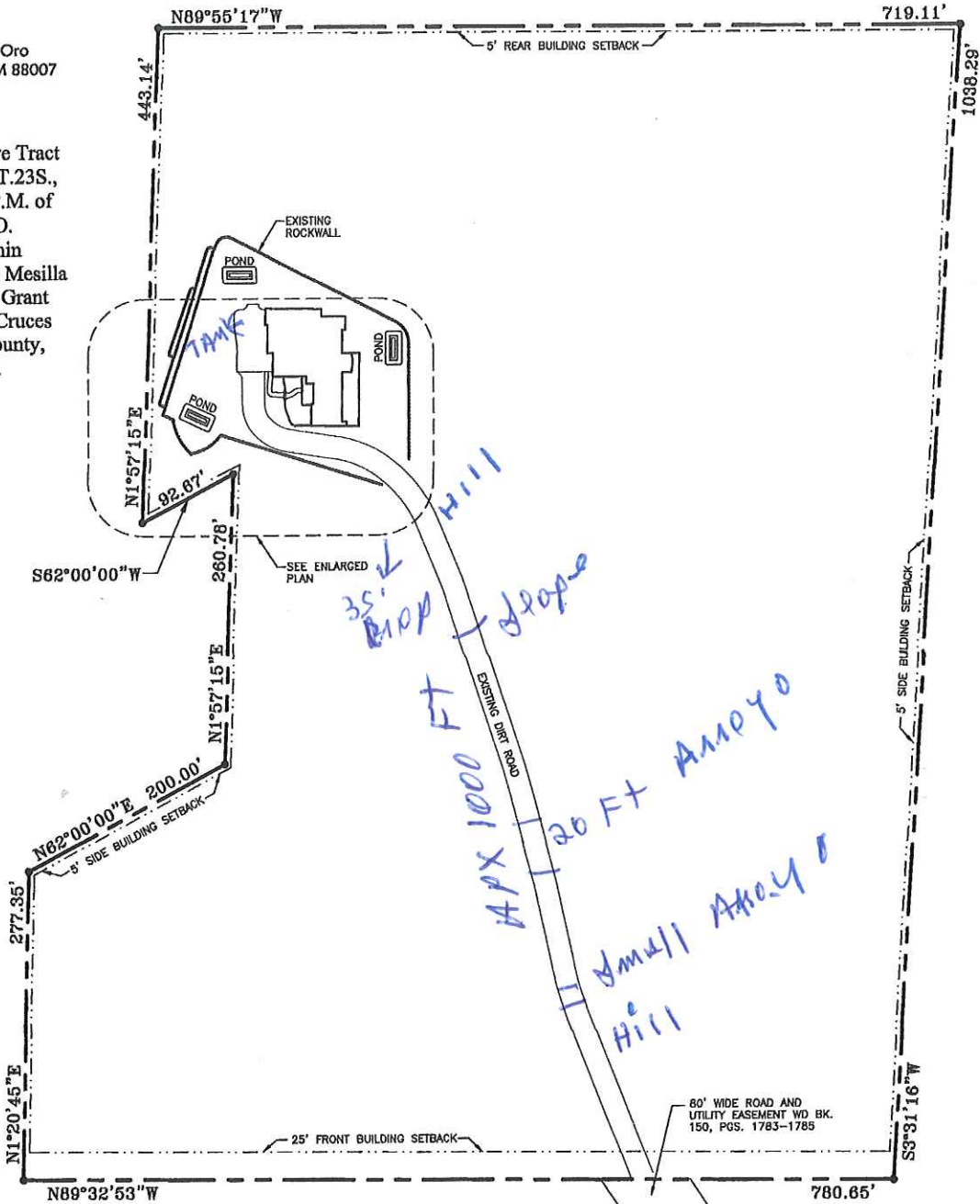
# Site Plan For a New Home

Scale: 1"=100'

May, 2019

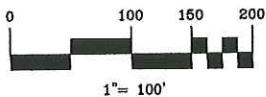
Address  
6506 Vista de Oro  
Las Cruces, NM 88007

**Description**  
A 16.893 Acre Tract  
in Section 8, T.23S.,  
R.1E., N.M.P.M. of  
the U.S.G.L.O.  
Surveys, Within  
Tract 2 of the Mesilla  
Civil Colony Grant  
West of Las Cruces  
Dofia Ana County,  
New Mexico.

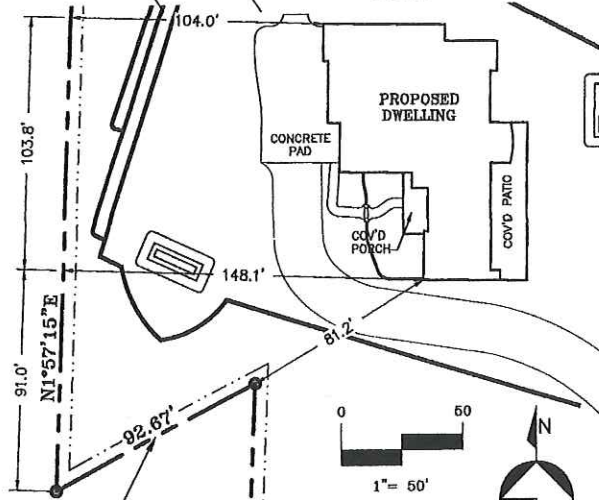


## SITE PLAN

SCALE: 1" = 40'-0"

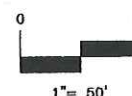


1" = 100'



## ENLARGED PLAN

SCALE: 1" = 40'-0"



1" = 50'



PLANS BY:

**G&M Associates LLC**

Architectural & Civil  
Drawing Plan Production

Phone: 915-252-3762  
Email: gmassociates1@gmail.com

