



*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-
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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 October 3, 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 9-05-2019 Regular Meeting

Approval of New Member & New Meters

Customer Issues and Public Input

2. Alfredo Salazar

Public Input will be limited to 3 minutes per person

Board President Report

Staff Reports

3. Executive Director

New Business

Unfinished Business

4. Approval of Contract for Task Order #6 – Parking Lot Improvement
5. Approval of NMED RIP Loan Documents

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 Friday 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, September 5, 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 9:01 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 with a request of more time to read through the meeting minutes; the motion was seconded by Dr. Anderson. President Melton called for a 15-minute recess. The board returned to session at 9:17 am. Dr. Maxwell moved to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion. 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 July 18, 2019 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton with regards to several items of minor administrative changes; one (1) scan carefully and all references to Mr. Maxwell be changed to Dr. Maxwell, two (2) address Margo, Chief Procurement Officer as Ms. Lopez and (3) on page 6 change the word bust to rupture or line break. No further comments or discussion was made. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Dr. Maxwell moved to approve the Special Board Meeting Minutes of July 29, 2019 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton with regards to the same administrative changes previously discussed; all references to Mr. Maxwell be changed to Dr. Maxwell. No further discussion was made. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton discussed a comment received by an individual who was very upset that she did not receive a courtesy call prior to disconnection and the operator did not go to her door to give her the opportunity to pay them directly prior to disconnecting her meter. Ms.

Horton explained, due to safety precautions and previous threats the operations staff have encountered in the past, the operators are not allowed to collect at the door. Ms. Horton continued to review the policy, past due accounts and disconnection process to the board. There was no further discussion. Mr. Melton deferred to the Executive Director for Staff Reports

Staff Reports

Ms. Horton discussed the reports.

Ms. Horton discussed the Bank Transaction Report. It was explained by Ms. Horton this is a standard report which reflects benefits, taxes, loan payments, refunds to members who have moved out of the district and payments for the month of July 2019. Ms. Horton explained it is the start of the fiscal year and everything is still rolling over. Ms. Horton asked if there were any questions regarding the Bank Transfer Report. There were no questions.

Ms. Horton continued with the Balance Sheet Report; this being a snap shot showing our current position compared to July 31, 2018. She continued to explain this report reflects the cash, inventories and accounts payables that are pending. Ms. Horton asked if there were any questions to the Balance Sheet. Ms. Horton asked if there were any questions to the balance sheet. There were no questions.

Ms. Horton discussed the Budget Report as of July 31, 2019 through the month in, 11% was collected and 10% of the revenue for the year. As of July 31st the association is in excess revenue of \$246,000.00. Ms. Horton continued to remind the board the revenues drops off during the winter months and the expenditures remain constant. The board was

made aware of the annual loan payments for June and December that are to come out at that time.

Ms. Horton proceeded to the Income Statement report. She explained that it ties back to the budget and excess revenue of \$246,000 as of July 31st. Ms. Horton asked if there were any questions on financials. There were no questions.

Ms. Horton discussed the Pumping Report of operations. The report reflected July 2019 was the second highest month. She continued to show more was pumped in July 2016. She stated Ft. Seldon's pumping data was 4.9 million for the month of July. Ms. Horton reported Picacho Hills also had a very high usage due to the additional 112 connections in West Mesa. Ms. Horton mentioned the Gallons Pumped vs Gallons Sold for July reported an 8% loss which is well below the 10% mark used by the industry.

New Business

Ms. Horton stated since the boards last meeting in July, the Smith Co. claim has been resolved and currently finalizing the pay applications. Smith Co. submitted a \$300,000.00 claim. Shortly before mediation they revised their claim to a little over \$200,000. There was about \$48,000 of legitimate change orders to be paid. Ms. Horton stated the bottom line was about \$97,000 and was very pleased with the outcome.

Ms. Horton further updated the board with the progress of the Phase III of Southeast Collection Project. Materials are ordered and bonds were submitted. Ms. Horton predicts by the end of September the project should be in construction. She reminded the board the project was awarded to Morrow Enterprises with the base bid award of \$689,791.00 and currently have 1.1 million in funding.

Ms. Horton advised the board the USDA money of \$15.4 million has officially been awarded for the Southeast Collection Project and came in much better than expected. It was expected to come in roughly with \$8 million loan and an \$8 million grant. However; it came in with an \$11.2 million grant and \$4.2 million loan. Ms. Horton expressed that this would mean more mains could be put in with the colonias funding. This results in approximately 900 connections to be paid 100%, leaving 200 homes unfunded for connections. Ms. Horton believes there would be about 150 homes out of 1100 that could qualify for USDA housing subsidies through a separate program. The program would help home owners who qualify to assist them in getting connection fees paid for at the cost of the federal government.

Ms. Horton discussed the two (2) new positions she opened to the staff per the budget. She mentioned the lead operator position; the lead position was to have a lead operator in each area to assist the field manager and help with training the new crew. This position gives the field manager and lead operator the opportunity to split the crew and take them to different locations to provide a more beneficial hands on training experience. The new lead operator position is now filled by Lawrence Lujan. Lawrence is a double 4 water/wastewater operator. Mr. Lujan came from the City as a public works inspector, spent time in the utilities and he worked in Colorado Springs and ran a crew in utilities for a few years. The staff has responded well and has great respect for Mr. Lujan and his new role. Mr. Lujan will remain in Dona Ana under Abenicio Fernandez while he continues to learn the area and further his training. George Castillo, the veteran lead operator will report to Picacho and work under Kevin Grassel, giving each field manager a lead for their area. Ms. Horton continued with the second position; the office manager. This allows all of admin to report to the office manager for the day to day functions, while alleviating those functions and freeing up time for Ms. Horton to address other matters. This position was

applied for by Ms. Lopez and one other staff member. President Melton and Ms. Horton conducted the interviews and Ms. Lopez was selected for the office manager position. Ms. Horton expressed her excitement to get Ms. Lopez trained and giving herself the opportunity to focus on other matters with future projects requiring much of her attention and time.

Dr. Maxwell inquired of the Wastewater Treatment Plant Project. Ms. Horton stated there was nothing new to report. Ms. Horton advised the project is progressing very slowly. Dr. Anderson inquired about the personal challenges. Ms. Horton explained trying to convert a pre-existing plant into Aero-Mod plant is the most challenging. She continued with explaining how trying to rehab and make changes has been very difficult. Ms. Horton expressed that it takes a certain skill set that she believes most engineering firms may not have. Ms. Horton advised there are weekly meetings to resolve challenges.

President Melton asked of the status on Well 11 and 15. Ms. Horton stated the Well 15 is online but does has issues with pressure. Ms. Horton advised SCADA will be down next week to re-adjust and has informed the board the well has been flushed and cleaned. Well 11 has the chlorinator being worked on due to chlorine issues and it will be ready to go soon. Dr. Anderson asked about Well 7. Ms. Horton advised Well 7 was pulled and is now back together. It is currently waiting on the round of Bac-t's and it will go back online. Well 16 was addressed as good, up and running.

Dr. Anderson mentioned the Thurston Phase II and III planning and zoning will take place September 12, 2019. Ms. Horton advised she would not be available due to her attendance at the Water Pro Conference. Ms. Horton did state she would visit with the county staff to address her concerns again and will attend the county commissions meeting following the planning and zoning meeting.

Dr. Anderson addressed the inoperative hydrant on Amapola. Ms. Horton stated it is on the list and operations have started the hydrant program in Picacho at the top and will work its way down. President Melton asked if the hydrants are being color coded at this time. Ms. Horton stated they will be color coded during fire flow testing and complete 5% of the hydrants in each zone to satisfy the ISO rating.

President Melton inquired about the subdivisions. Ms. Horton mentioned Elks View (Renegade/Lonesome Dove) is almost done. They are putting in payment and sidewalks, water lines are in and inspections have passed and is ready to go on the water side. Ms. Horton stated she believes it is about 90% complete. Ms. Horton's expectation is by early fall lots will be up for sale. The subdivision presold 42 lots, about half and believes the rest will sell very quickly.

Legends West Phase II-C is currently at Bohannan Houston under review. They are ready to break ground next week on the subdivision of 60 plus lots for gas and sewer. Ms. Horton also advised Legends West Phase III is preapproved and has approximately 175 lots and expects it early 2020 sometime after the Phase II-C.

Riverwalk is reported to have no movement.

Ms. Horton stated Bohannan Houston has a walkthrough on our behalf next week at Rancho de Gallo for the force main portion completed by Smith Co. There is still the vacuum station building and internal lines that still need to be addressed. Ms. Hortons stated the force main appears to be good and passes all the tests and ready to go. The vacuum station had some challenges and the internal lines within Rancho de Gallo are not passing vacuum or pressure tests currently. Bohannan Houston has made a

recommendation to not accept that subdivision until it has passed all its tests. Ms. Horton stated the contractor they hired cut the foundation and modified it to the vacuum station building and did not call for county inspection. Ms. Horton advised the county inspector of the modification and the inspector was unaware. Ms. Horton will require a county inspection before acceptance to remain proactive and avoid being held accountable for additional expenses to have it fixed. Dr. Maxwell asked if legal counsel had any comments. Mr. Smith stated he did not. Mr. Smith did agree not to accept it until permits are produced. Ms. Horton has asked for the permits and compaction reports on the force main, however to obtain these reports it has been quite a challenge. Ms. Horton has stated the expectations have been made very clear prior to construction in a letter and are required to produce the compaction reports by the end of the project as a condition of acceptance.

Unfinished Business

Dr. Anderson moved to approve the Approval of Resolution 2019 – 11 CIF 4910 Match as presented; Dr. Maxwell seconded the motion. The Chair called for discussion. Discussion was made by Dr. Anderson as he inquired on a date of payment. Ms. Horton stated it will go in as part of construction and paid along the way. Ms. Horton reminded the board they approved this resolution in the past, however, it was for \$80,000. Ms. Horton stated since there is a new dollar amount, a new resolution has to match that dollar amount. Ms. Horton also stated the new amount is now \$93,587. It was noted there would need to be a change to the date. The change should reflect: Approved, Adopted and Passed by the Board of Directors at the Regular Board Meeting held on September 5, 2019. Dr. Anderson moved to approve the Approval of Resolution 2019 – 11 CIF 4910 Match pending the amendment of the date from June 6, 2019 to September 5, 2019; Dr. Maxwell seconded the motion. No further discussion was made. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

President Melton called the next item on the agenda. Dr. Anderson moved to approve the Approval of the Bohannan Huston Contract as presented; Mr. Stull seconded the motion. The Chair called for discussion. Dr. Anderson addressed the typographical errors in the section: "Background Information". Ms. Horton stated she would visit with them with regards to the errors. Ms. Horton pointed out this contract is for the planning and design of the rehab for the Village of Dona Ana Lift station and Force Main. The cost proposal toward the back of the contract reflects the Project Management of \$7,500, \$38,000 for Field Surveying and Mapping, \$123,500 Engineering Design and Right-of-way Coordination at \$5,000. Ms. Horton stated the funding for Colonias Infrastructure will pay for the total of \$213,462. The Chair called for discussion. No further discussion was made. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Board Open Discussion

President Melton advised Mr. McMillen of the Rancho de Gallo has asked the Association to waive all fees; connection fees, water right fees and impact fees for the system that the Association is seeking to take ownership of. The county requires landscaping and a watering source as a requirement for the vacuum station that the Association will eventually own in approximately six months. The total fees run approximately \$4,764. The board was reminded by counsel this is the same system that has not passed any of the inspections. He also advised this is the cost of development as a business and this requirement is set by the county, regardless if the building is to be accepted by the Association at a later time. The Board of Directors agree to not waive any fees toward the Rancho de Gallo connections, water rights and fees. It was made clear until the Association accepts and owns it, the Association will pay from there on. Directives to Ms. Horton was given by the board.

President Melton called for a 5-minute recess.

Dr. Maxwell held a Water Conservation presentation. Dr. Maxwell would like to positively promote water conservation through a redesign of the website to include a tab for water conservation with options, helpful tips and programs available. Dr. Maxwell also suggested a section to be included in our newsletter, establish a kid's corner program to take place in the schools and to create conservation kits. Ms. Horton expressed the idea of Dona Ana MDWCA in social media has crossed the minds of Ms. Lopez and herself; thoughts of short videos of how-to and with the behind the scenes of our operations staff at work; to keep the public informed and educated, to encouraged them to be mindful of their water usage and share what we do. Dr. Maxwell asked the board to consider a voluntary water conservation project. Dr. Maxwell asked the board revisit the idea of water conservation this December and expressed he would like to work with Jennifer on a redesign of the website.

President Melton inquired about the apprenticeship program with Rural Water. Ms. Horton mentioned National Rural Water adopted the Sacramento State Program as their curriculum. Ms. Horton advised the board that the Association has purchased the manuals and have used them in the training program for our operators before. She continued to share how difficult the manuals are to teach out of. Ms. Horton expressed the manuals are quite extensive and are dull to read. The Sacramento manuals require multiple books to be read for different areas to be taught. She continued to share how the operators had a much easier grasp on the New Mexico Environment Department (NMED) manuals and the Ragsdale manuals, which reflected passing results. Ms. Horton stated using the apprenticeship program, their curriculum must be used, therefore, using the Sacramento manuals. Dr. Anderson asked what concerns she had with the Sacramento manuals. Ms. Horton

expressed there was extensive reading involved with the use of many manuals to learn a specific area. She continued to express with some of the operators that have been out of school for quite sometime and have been with the Association for twenty years, it has been difficult for them. It was compared; it requires three extensive volumes of the Sacramento manuals to one book from NMED and Ragsdale, each half the size of one Sacramento manual. Ms. Horton stated the apprenticeship program will require a certified instructor, and expressed it would most likely be Ms. Horton, since holds a double 4 water/wastewater license. Ms. Horton advised the board that would be a decision the Board of Directors would have to make.

Ms. Horton also mentioned New Mexico Environment Department is currently undergoing changes to operator regulations and training credits that have not been enforced in the past. They are requiring all training credits be met 30 days prior to the exam date and be submitted with the exam application in order to be approved to test. Ms. Horton expressed this will create issues for testing. She expressed her concern on how this would impact the short schools or training events for operators prior to testing. Entities will not want to send operators to short schools or training events in other towns and then send them to Albuquerque to test. Ms. Horton expressed the convenience of being able to send the operator to one location to attend training for 3 to 4 days and then have them complete their test in the same area. Ms. Horton stated October 11, 2019 begins the first testing cycle of this enforcement. Ms. Horton also mentioned there are significant changes coming, including new operator regulations for state certification that have not yet been released to the public.

Adjournment

Dr. Maxwell motioned to adjourn at 11:35 a.m., with a second from Dr. Anderson. 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
September 2019**

Name	Address	District	Membership Fee	Water Fee	Wastewater Fee	Total Cost
Estelle Vipond	12137 Valley Dr.	1	\$75.00	\$0.00	\$0.00	\$75.00
Guillermo Chavarria	1081 Bleimeyer	2	\$75.00	\$0.00	\$0.00	\$75.00
Sandra Curnutt	5383 Dona Ana Rd	2	\$75.00	\$0.00	\$0.00	\$75.00
David Boteler	30 Horseshoe Circle	2	\$75.00	\$0.00	\$0.00	\$75.00
Katherine Johnson	4201 Lavender	2	\$75.00	\$0.00	\$0.00	\$75.00
Randy Mcmillan	7360 Catalana	2	\$75.00	\$0.00	\$0.00	\$75.00
Alphonzo Marquez	1130 King Bird	2	\$75.00	\$1,942.00	\$0.00	\$2,017.00
The Fort Construction	1312 Nightshade	2	\$75.00	\$1,942.00	\$0.00	\$2,017.00
Dean Rodriguez	611 Dalrymple Rd	3	\$75.00	\$0.00	\$0.00	\$75.00
Shawn Spain	3027 San Lorenzo	3	\$75.00	\$0.00	\$0.00	\$75.00
Alberto Estrada	3007 San Lorenzo	3	\$75.00	\$0.00	\$0.00	\$75.00
Michael Mackewich	2801 San Elizario	3	\$75.00	\$0.00	\$0.00	\$75.00
Nicole Marcak	2894 San Elizario	3	\$75.00	\$0.00	\$0.00	\$75.00
Adrian I Arzabal	1545 Santa Thomas	3	\$75.00	\$0.00	\$0.00	\$75.00
Desert View Homes	1539 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	3007 La Union Ct	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1547 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1538 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Norma Martinez	3030 San Miguel Ct	3	\$75.00	\$0.00	\$0.00	\$75.00
Desert View Homes	1550 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1542 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1534 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1527 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
John Gomez	779 Hummingbird	4	\$75.00	\$0.00	\$0.00	\$75.00
Margaret Smelser	840 Engler Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Servando Martinez	3720 Bales Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Steven R Chavarria	2933 Westwind Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Raymond Merritt	1615 Vista Del Cerro	5	\$75.00	\$0.00	\$0.00	\$75.00
Crystal Singer	6940 Camino Nuevo Mejico	5	\$75.00	\$0.00	\$0.00	\$75.00
Maribel Tellez	7062 Calle Estancias	5	\$75.00	\$0.00	\$0.00	\$75.00
Vanessa Chandler	1626 Via Turquesa	5	\$75.00	\$0.00	\$0.00	\$75.00
Kery Mclure	1655 Stonegate	5	\$75.00	\$0.00	\$0.00	\$75.00
Andres Gutierrez	33 Las Casitas	5	\$75.00	\$0.00	\$0.00	\$75.00
Erick D. Hook	6724 Pueblo Vista	5	\$75.00	\$0.00	\$0.00	\$75.00
Decco Construction	1308 Morisat Pl	5	\$0.00	\$4,647.00	\$3,503.00	\$8,150.00
Harlo Dynek	5940 Quesenberry	5	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Total			\$1,950.00	\$50,354.00	\$3,503.00	\$55,807.00



Request to Address the Board of Directors

Date: 9/24/19

Account Number: _____

Phone Number: 858-337-3158

Name: ALFREDO SALAZAR

Service Address: 6345 N. DONA ANA RD.

I, Alfredo Salazar, 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:

- ① - Are you a utility, association, Corporation LLC as your records show ②/ Billing - closing bills accountability as utility?
- ③ - Have you exceeded 500 meters to be regulated by the Environmental office in Sta. Fe as it was stated personally to me

I understand that this office will contact me, by phone or email no later than the Tuesday before the meeting scheduled on 10/03/19, with an approximate time to appear before the Board of Directors.

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

Time Requested ^{M/W.} 10 M. minutes

Handouts MS

*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.

Alfredo Salazar
Customer Signature

[Signature]
Dona Ana MDWCA Representative

Oct 3 9am

* GO called Mr. Salazar, and he is not going to bring handouts. He is aware if he does bring any handouts; they will not be accepted. He asked me to scratch handouts. Request at the front.

Carol Newman

9/24/19 4:58 pm



September 24, 2019

Alfredo Salazar: Rental Property; 6345 N. Dona Ana Rd

Mr. Salazar came into the office to express his concerns with regards to the property he owns; Evergreen Mobile Homes. He addressed Ms. Ines, a customer service representative with questions on a specific rental located on 6345 Dona Ana Rd #8, account 02-04442-04. His concern is this property was left with a balance of \$322.93. Mr. Salazar was up-set with the Association for allowing the tenant to run up the bill. He was further upset that the tenant left him with such expense. Mr. Salazar told Ines that they (the staff) should call the renter and tell them they have a bill that needs to be paid in full and if not paid in full then the Association should have the meter locked, if that bill reaches \$500. It was disclosed to Mr. Salazar that the tenant did have a leak and they had also filed a claim with ServLine to report the leak. Ines also informed Mr. Salazar the account did received \$1,000.00 toward the leak. Therefore, leaving a balance of \$322.93. Mr. Salazar stated the laws needed to be rewritten and wished to address the Board of Directors at the next meeting. Ines had him complete the form to Request to Address the Board of Directors and scheduled him for October 3, 2019. His request form indicated a request time of 10 minutes and there were to be handouts. Mr. Salazar did not submit the handouts at the time the request form was turned in. It was nearly closing time and Ines called Mr. Salazar and informed him that he did not submit his handouts but would allow him to turn them in by close of business the following day, September 25, 2019. Mr. Salazar advised Ines that he would not bring the handouts and for her to scratch it off is form. He stated then it would give the Board of Directors an advance warning. Ines further explained that should he come with handouts they would not be accepted for the use of his presentation.

I also learned that Mr. Salazar did come in to visit with Ms. Cyndi, our Lead Customer Service Representative on September 20, 2019 to address this very matter. Ms. Cyndi advised the manager was aware of the balance and bills were being sent to Mr. Salazar as well. However, Mr. Salazar stated that the gentleman is no longer the manager and Mr. Salazar apparently was not receiving the bills at the address the Association had on file. He did submit a request form to update his mailing address on that day with Ms. Cyndi. Ms. Cyndi also advised Mr. Salazar of the remaining balance and he stated he had an agreement with the Board of Directors and he would only pay \$148.00. Ms. Cyndi explained that the tenant did file a claim with ServLine back in June and Mr. Salazar completed the claim after repairing the leak. A letter on August 28, 2019 was sent to Mr. Salazar to let him know he qualified under the leak adjustment guidelines and a payment of \$1,000.00 was received in the office, leaving him a balance of \$322.93 with payment options.

Margo Lopez, Office Manager

UPDATED REQUEST FORM FOR CUSTOMER INFORMATION

DONA ANA MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION



Date: 9/20/19

Account Number: Evergreen M.H. Park

Service Address: 6345 / 6343 N. Dona Ana Rd, Dona Ana Rd
L.C. 88007

I, Alfredo Salazar, would like to update the following information for the above listed account and service address. I acknowledge that as the primary applicant on the account above, that I must provide a valid driver's license and any supporting documents needed to make such changes to my water account. I also understand that any changes made may not take effect immediately and will not be available for printing until the next billing cycle.

Customer Information Requested To Be Updated

- Change of Name: _____
- Change of Address: (mailing address) change to Box 9023
San Diego Ca 92169
- Change of Phone Number: _____
- Change of E-mail Address: _____
- Remove a Name: _____
- Add a Name: Rinda Morra (only) @ 6345 N. Dona Ana Rd #38
Las Cruces, N.M. 88007

Alfredo Salazar 9/20/2019
Customer Signature Date

Cynthia M. Shuler 9/20/19
Dona Ana MDWCA Representative Date

Route _____

District _____

Scanned _____



Dona Ana MDWCA

Account Transaction Report

02-04442-04
BARLOW, HANNASEN
6345 DONA ANA RD # #8
LAS CRUCES, NM 88007

Service Address: 6345 DONA ANA RD # #8
Balance Due: 322.93

Date	Transaction	Packet Number	Receipt No.	Transaction Description	Amount	Balance
8/26/2019	Payment	Batch:800357FY20	R0008341FY20		-1,000.00	322.93
8/20/2019	Cutoff Exclusion	UBPKT00306FY20		CUTOFF EXCLUSION Billing Criteria: UBPKT019	0.00	1,322.93
8/1/2019	Bill	UBPKT00204FY20		DISCONNECT BILL 6/12/2019 - 7/2/2019	274.85	1,322.93
8/1/2019	DepositApplication	UBPKT00204FY20		Deposit Billing R0014878FY	-100.00	1,048.08
7/23/2019	Cutoff Exclusion	UBPKT00096FY20		CUTOFF EXCLUSION Billing Criteria: UBPKT018	0.00	1,148.08
7/1/2019	Bill	UBPKT01909FY19		BILL 5/13/2019 - 6/12/2019	551.84	1,148.08
6/24/2019	Cutoff Notice Printed	UBPKT01869FY19		DOOR HANGER	0.00	596.24
6/20/2019	Memo	UBPKT01886FY19		Excluded from Water Outage Notification by N	0.00	596.24
6/20/2019	Cutoff	UBPKT01869FY19		CUTOFF ADJUSTMENT Billing Criteria: UBPKT0	36.75	596.24
6/20/2019	Memo	UBPKT01869FY19		CUTOFF POSTED Billing Criteria: UBPKT01642f	0.00	559.49
6/17/2019	Memo	UBPKT01869FY19		Past Due Cutoff Notification	0.00	559.49
6/17/2019	Memo	UBPKT01869FY19		Past Due Cutoff Notification	0.00	559.49
6/1/2019	Bill	UBPKT01805FY19		BILL 4/15/2019 - 5/13/2019	475.87	559.49
5/28/2019	Penalty	UBPKT01780FY19		PENALTY Billing Criteria: UBPKT01642FY19	7.61	83.62
5/21/2019	Cutoff Notice Printed	UBPKT01724FY19		DOOR HANGER	0.00	76.01
5/21/2019	Payment	Batch:802051FY19	R0045634FY19		-82.50	76.01
Balance Due for Account 02-04442-04:					322.93	



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

August 28, 2019

Alfredo Salazar
Evergreen Mobile Home Park
6345 N.Dona Ana Rd # 41
Las Cruces, NM 88007

Re: Water Loss Protection Claim
Hannasen Barlow
Space # 8

Dear Mr. Salazar,

Thank you for your patience regarding the water leak at the property located at 6345 N. Dona Ana Rd # 8, Las Cruces, NM 88007. On June 13, 2019 we were advised by Servline that Ms. Barlow had filed a claim through their company.

I am happy to inform you that the claim did qualify under our leak adjustment guidelines (I have included a copy of the policy for your records) and that a payment in the amount of \$ 1,000.00 was received in our office on August 27, 2019 leaving a **balance on the account of \$ 322.93**, which can be paid in full or broken into 3 monthly payments of \$107.64 plus the current bill.

Please be aware that Servline will only pay for a leak annually, however if you should get another leak during that period Doña Ana Mutual will extend a payment arrangement that will range from 3 months to 12 months depending on the billed amount a receipt showing the repairs were made will be required to extend this promissory note.

Should you have any questions or if I can be of any further assistance please let me know.

Sincerely,
Doña Ana MDWCA


Cynthia M. Shelsea
Customer Service Representative Lead

Encl. (2) Leak Adjustment Policy
Receipt of Payment

Cyndi Shelsea

From: Cyndi Shelsea
Sent: Thursday, June 13, 2019 1:41 PM
To: moconnell@4oia.com
Subject: RE: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007
Attachments: Hannasen Barlow 06.01.19.pdf; Hannasen Barlow 05.01.19.pdf; Hannasen Barlow 04.01.19.pdf; Hannasen Barlow 03.01.19.pdf; Hannasen Barlow 02.01.19.pdf; Hannasen Barlow 01.01.19.pdf; Hannasen Barlow 12.01.18.pdf; Hannasen Barlow 11.01.18.pdf

Hello Matt,

Attached please find the information requested for Ms. Barlow. She is in fact covered for the water loss protection.

Should you require any further information please let me know.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: moconnell@4oia.com <moconnell@4oia.com>
Sent: Thursday, June 13, 2019 10:57 AM
To: Cyndi Shelsea <cyndi@dawater.org>; claims@servline.com
Subject: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Dear Cyndi Shelsea,

We have been advised by Hanna Barlow that they had a leak and wish to file a claim. They indicated the date of loss was May 15, 2019 and repair date was Jun 12, 2019.

Please confirm which of the following coverages they are enrolled in for this location:

- Water Loss
- Sewer Loss
- Water Line Repair
- Sewer Line Repair

In addition to the enrolled coverage information, we will also need the customer's billing history including the meter read date so we can process this claim.

Thank you,

Kind regards,

O'Connell International

Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

Cyndi Shelsea

From: Cyndi Shelsea
Sent: Tuesday, July 02, 2019 3:00 PM
To: 'moconnell@4oia.com'
Subject: RE: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007
Attachments: 6345 Dona Ana Rd #8.pdf

Hello Matt,

Attached please find the receipt for Hanna Barlow and the repairs made to fix the leak.

Please be aware that Ms. Barlow was a tenant and has since moved out of the property. Manuel Romero is the property manager and ultimately responsible for the repairs made to fix the leak. He has provided a copy of the receipt for the repairs needed to fix the toilet which was leaking. Please contact Mr. Romero at 575-571-2681 if you should need any further information regarding the leak or repairs.

Have a great day.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: moconnell@4oia.com <moconnell@4oia.com>
Sent: Thursday, June 13, 2019 10:57 AM
To: Cyndi Shelsea <cyndi@dawater.org>; claims@servline.com
Subject: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Dear Cyndi Shelsea,

We have been advised by Hanna Barlow that they had a leak and wish to file a claim. They indicated the date of loss was May 15, 2019 and repair date was Jun 12, 2019.

Please confirm which of the following coverages they are enrolled in for this location:

- Water Loss
- Sewer Loss
- Water Line Repair

- Sewer Line Repair

In addition to the enrolled coverage information, we will also need the customer's billing history including the meter read date so we can process this claim.

Thank you,

Kind regards,

O'Connell International

Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

Cyndi Shelsea

From: Cyndi Shelsea
Sent: Wednesday, July 03, 2019 10:58 AM
To: Matt O'Connell
Subject: RE: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Only the water loss.

From: Matt O'Connell <moconnell@4oia.com>
Sent: Wednesday, July 03, 2019 9:30 AM
To: Cyndi Shelsea <cyndi@dawater.org>
Subject: Re: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Cyndi, does this customer have water line coverage as well?

Kind regards,

O'Connell International

Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

On Jun 13, 2019, at 2:40 PM, Cyndi Shelsea <cyndi@dawater.org> wrote:

Hello Matt,

Attached please find the information requested for Ms. Barlow. She is in fact covered for the water loss protection.

Should you require any further information please let me know.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: moconnell@4oia.com <moconnell@4oia.com>

Sent: Thursday, June 13, 2019 10:57 AM

To: Cyndi Shelsea <cyndi@dawater.org>; claims@servline.com

Subject: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Dear Cyndi Shelsea,

We have been advised by Hanna Barlow that they had a leak and wish to file a claim. They indicated the date of loss was May 15, 2019 and repair date was Jun 12, 2019.

Please confirm which of the following coverages they are enrolled in for this location:

- Water Loss
- Sewer Loss
- Water Line Repair
- Sewer Line Repair

In addition to the enrolled coverage information, we will also need the customer's billing history including the meter read date so we can process this claim.

Thank you,

Kind regards,
O'Connell International
Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

<Hannasen Barlow 06.01.19.pdf><Hannasen Barlow 05.01.19.pdf><Hannasen Barlow
04.01.19.pdf><Hannasen Barlow 03.01.19.pdf><Hannasen Barlow 02.01.19.pdf><Hannasen Barlow
01.01.19.pdf><Hannasen Barlow 12.01.18.pdf><Hannasen Barlow 11.01.18.pdf>

Cyndi Shelsea

From: Cyndi Shelsea
Sent: Monday, August 05, 2019 1:39 PM
To: Matt O'Connell
Subject: RE: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007
Attachments: Hannasen Barlow 07.01.19.pdf; Hannasen Barlow Final Billing.pdf

Hello Matt,

The customer is only covered for water loss protection.

Attached please find the final billing for Ms. Barlow as she is no longer renting the property and has since transferred to the owner's name.

Should you need any further information please let me know.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: Matt O'Connell <moconnell@4oia.com>
Sent: Tuesday, July 23, 2019 12:08 PM
To: Cyndi Shelsea <cyndi@dawater.org>
Subject: Re: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Cyndi, please send the updated billing. Thanks!

Kind regards,

O'Connell International

Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

On Jul 3, 2019, at 11:58 AM, Cyndi Shelsea <cyndi@dawater.org> wrote:

Only the water loss.

From: Matt O'Connell <moconnell@4oia.com>

Sent: Wednesday, July 03, 2019 9:30 AM

To: Cyndi Shelsea <cyndi@dawater.org>

Subject: Re: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Cyndi, does this customer have water line coverage as well?

Kind regards,
O'Connell International
Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

On Jun 13, 2019, at 2:40 PM, Cyndi Shelsea <cyndi@dawater.org> wrote:

Hello Matt,

Attached please find the information requested for Ms. Barlow. She is in fact covered for the water loss protection.

Should you require any further information please let me know.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: moconnell@4oia.com <moconnell@4oia.com>

Sent: Thursday, June 13, 2019 10:57 AM

To: Cyndi Shelsea <cyndi@dawater.org>; claims@servline.com

Subject: Sompo-Utility-Dona Ana, NM 2/1/**, Hanna Barlow, 6345 North Dona Ana Road, Las Cruces, New Mexico, 88007

Dear Cyndi Shelsea,

We have been advised by Hanna Barlow that they had a leak and wish to file a claim.

They indicated the date of loss was May 15, 2019 and repair date was Jun 12, 2019.

Please confirm which of the following coverages they are enrolled in for this location:

- Water Loss
- Sewer Loss
- Water Line Repair
- Sewer Line Repair

In addition to the enrolled coverage information, we will also need the customer's billing history including the meter read date so we can process this claim.

Thank you,

Kind regards,
O'Connell International
Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)

<Hannasen Barlow 06.01.19.pdf><Hannasen Barlow 05.01.19.pdf><Hannasen Barlow
04.01.19.pdf><Hannasen Barlow 03.01.19.pdf><Hannasen Barlow
02.01.19.pdf><Hannasen Barlow 01.01.19.pdf><Hannasen Barlow
12.01.18.pdf><Hannasen Barlow 11.01.18.pdf>

Cyndi Shelsea

From: Cyndi Shelsea
Sent: Monday, August 05, 2019 3:19 PM
To: moconnell@4oia.com
Subject: RE: Billing
Attachments: Kathu Huyge 07.01.19.pdf; Kathi Huyge 08.01.19.pdf; Gloria Tarazon 08.01.19.pdf; Gloria Tarazon 07.01.19.pdf; Julius Mimosa 08.01.19.pdf; Julius Mimosa 07.01.19.pdf; David Robinson 08.01.19.pdf; David Robinson 07.01.19.pdf; Hannasen Barlow 07.01.19.pdf; Hannasen Barlow Final Billing.pdf

Hello Matt,

Attached please find the information requested for the accounts listed below.

I believe is sent Hannasen Barlow's on a separate email but included it just in case.

Should you need any further information please let me know.

SINCERELY,

DOÑA ANA MDWCA

Cynthia M. Shelsea

CUSTOMER SERVICE REPRESENTATIVE LEAD

From: moconnell@4oia.com <moconnell@4oia.com>
Sent: Monday, August 05, 2019 10:28 AM
To: Cyndi Shelsea <cyndi@dawater.org>
Subject: Billing

Cyndi, can you please send the billing for the following accounts? Thanks!

Hannasen Barlow-
020444204

Kathi Huyge-070680701

Gloria Tarazon-
030442604

David Robinson-
080734300

Julius Mimoso-
080626901

Kind regards,

O'Connell International

Matt O'Connell
Utility Claims

224.600.5254 (direct)
866.227.1784 (main)
877.710.1784 (fax)



DAMDWCA Customer Service Department Report

I. Billing:

1. On August 29, 2019 billing was submitted and approved. Statements were mailed out on August 31, 2019.

II. Penalties:

1. Penalties for August totaled: \$ 7,724.31.
2. Penalties will be processed on September 25, 2019.

III. Disconnects:

1. On Wednesday, August 21, 2019 we disconnected accounts for non-payment. There were 71 accounts up for disconnection. A total of 55 were disconnected.

Dona Ana: 44

Ft. Selden: 5

Picacho Hills: 4

Fairview: 0

West Mesa: 2

Previously Locked: 0

Paid prior to disconnection: 16

Removed due to issues: 0

Total Reconnections for July 2019: 47

Disconnects are scheduled for Monday, September 23, 2019.

IV. Membership Certificates: Membership certificates are getting prepared for signatures.

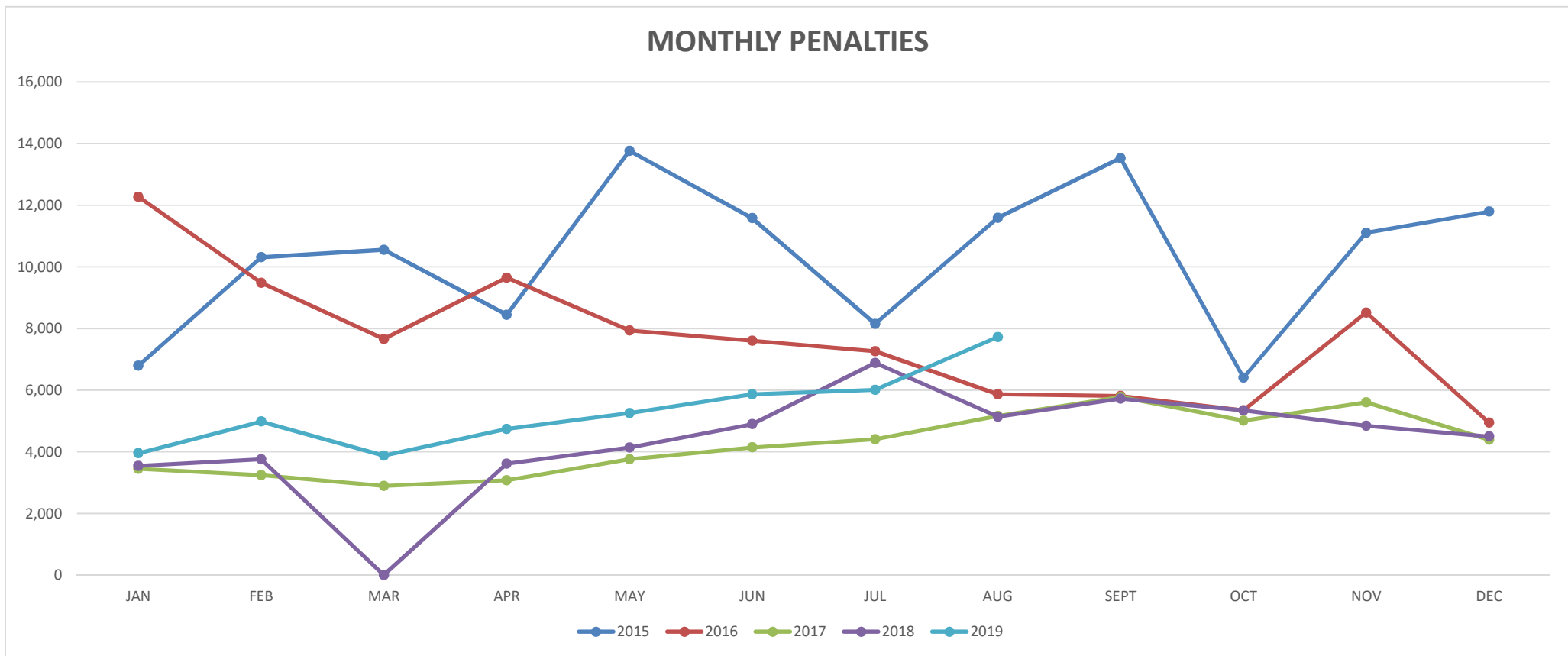
V. Document Scanning: Scanning is completed daily. Towards the end of the month we catch up on items we were not able to scan earlier in the month.

I. Total Membership as of August 2019: 4,591

II. Total number of Connections as of August 2019: 5,921

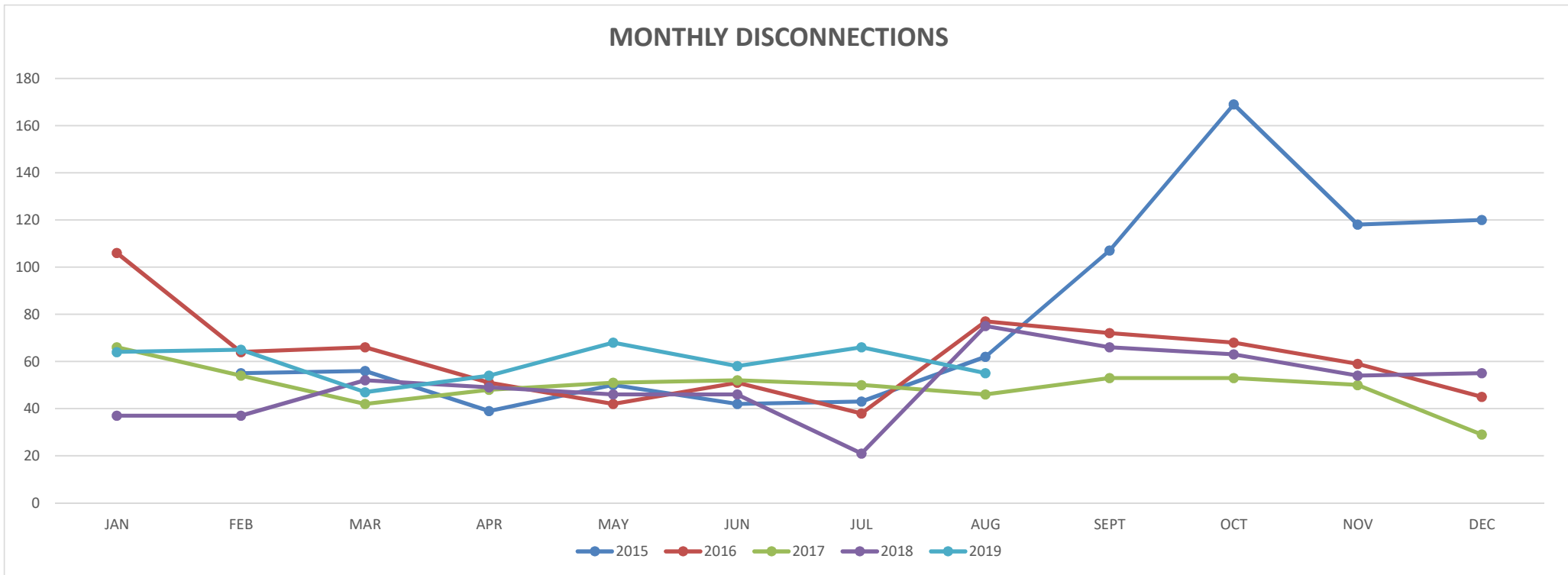
Monthly Penalties

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total
2015	6,792	10,310	10,552	8,442	13,762	11,580	8,152	11,594	13,528	6,404	11,110	11,794	124,020
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	92,339
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	50,894
2018	3,540	3,759	0	3,612	4,135	4,894	6,883	5,138	5,720	5,341	4,846	4,498	52,365
2019	3,951	4,981	3,873	4,741	5,256	5,868	6,005	7,724					42,400



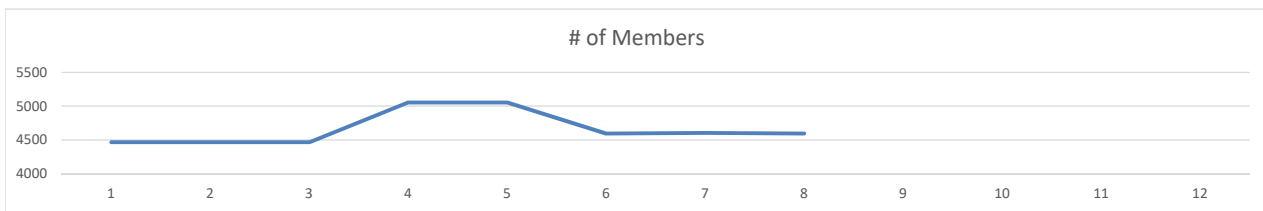
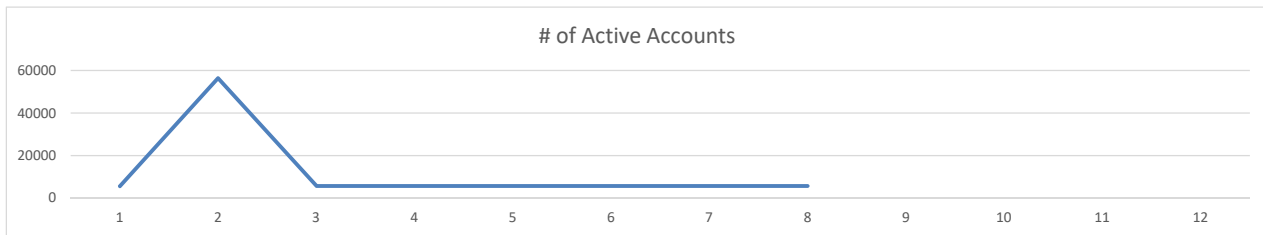
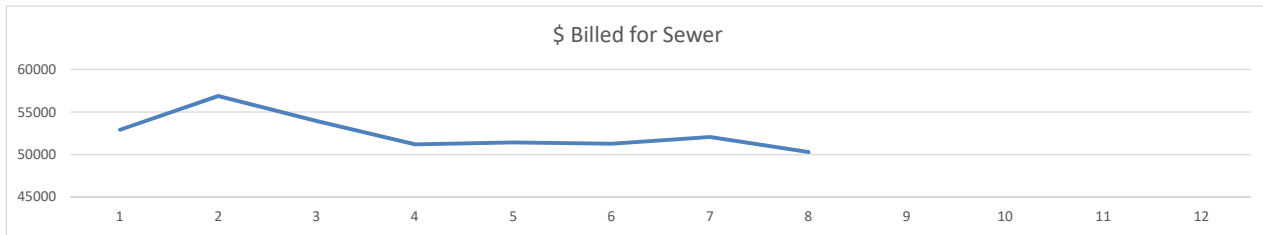
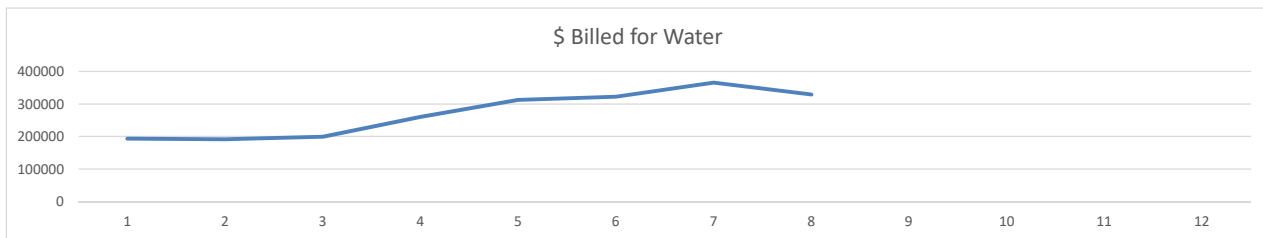
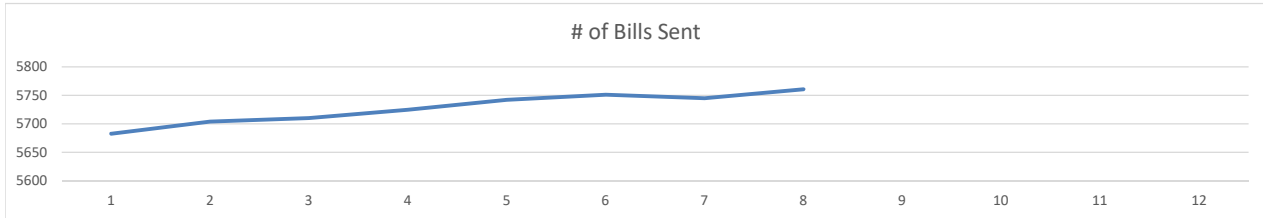
Monthly Disconnections

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yearly Total
2015		55	56	39	50	42	43	62	107	169	118	120	861
2016	106	64	66	51	42	51	38	77	72	68	59	45	739
2017	66	54	42	48	51	52	50	46	53	53	50	29	594
2018	37	37	52	49	46	46	21	75	66	63	54	55	601
2019	64	65	47	54	68	58	66	55					477



2019 Billing Summary

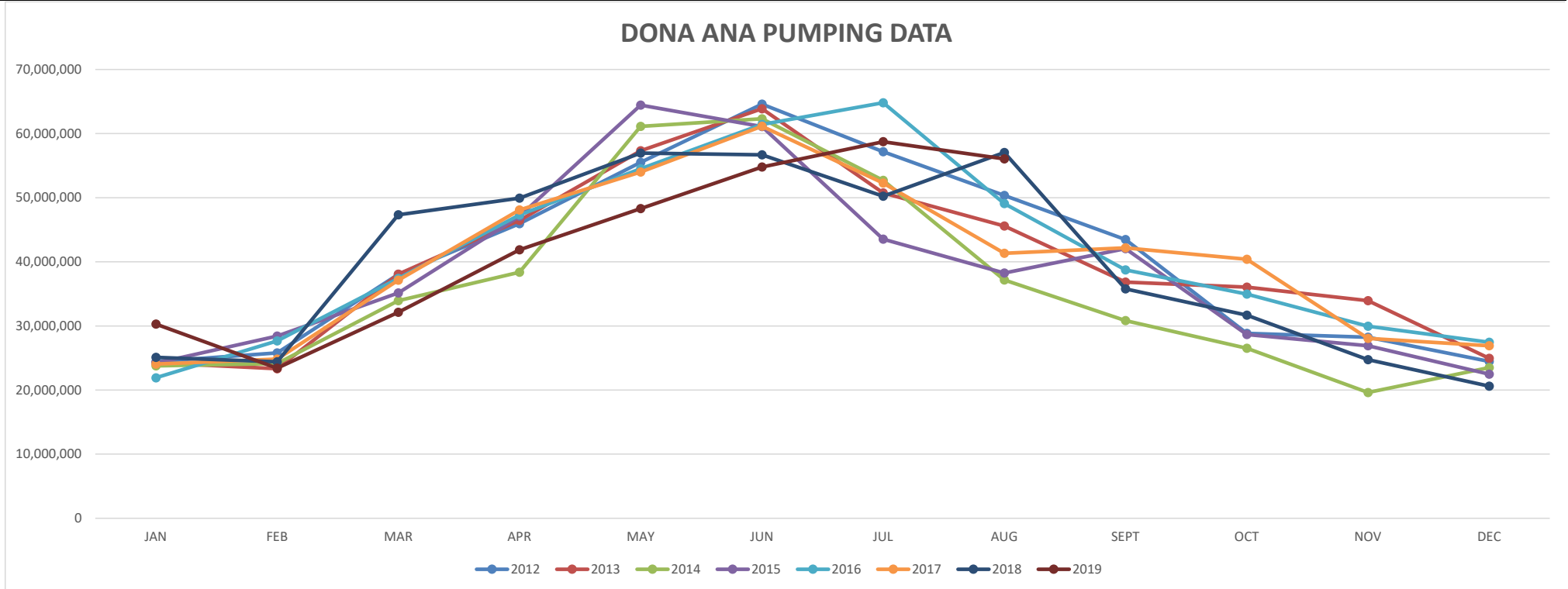
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
# of Bills Sent	5683	5704	5710	5725	5742	5751	5745	5761				
\$ Billed for Water	193439	191424	199515	260734	312519	322143	366259	329378				
\$ Billed for Sewer	52924	56886.5	53925	51184.3	51416.1	51267.7	52049.2	50295.4				
# of Active Accounts	5532	56422	5654	5673	5678	5708	5708	5685				
# of Members	4463	4463	4463	5055	5055	4595	4601	4591				



DOÑA ANA WATER SYSTEMS PUMPING DATA

Doña Ana MDWCA Pumping Data 2012-2019 LRG-1905, 1905 S, 1905-S-1, 1905-S-2, 1905-S-3, 1905-S-4

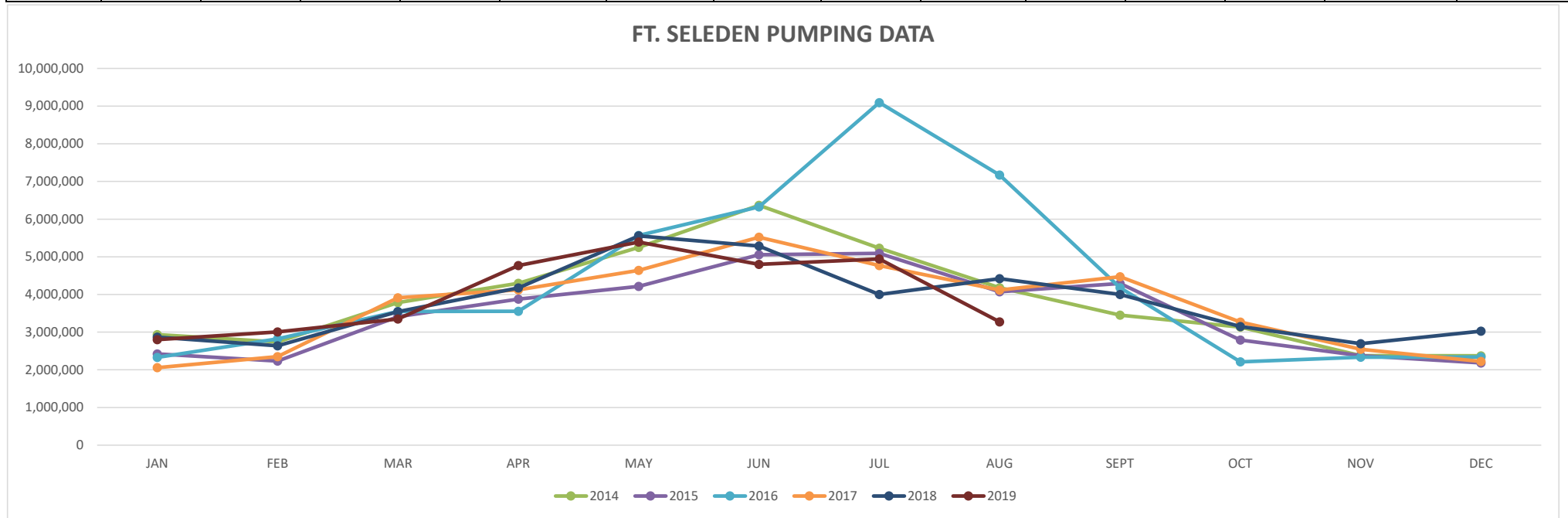
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	24,432,587	25,782,264	38,044,794	45,962,262	55,513,568	64,595,847	57,170,585	50,339,544	43,466,702	28,850,122	28,243,781	24,453,634	486,855,690	1,494.105
2013	24,249,939	23,329,610	38,064,981	46,462,497	57,317,163	63,880,675	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					345,595,200	1,060.593



DOÑA ANA WATER SYSTEMS PUMPING DATA

Doña Ana MDWCA at Ft. Selden Pumping Data 2012-2019 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	3,274,354					32,325,532	99.203



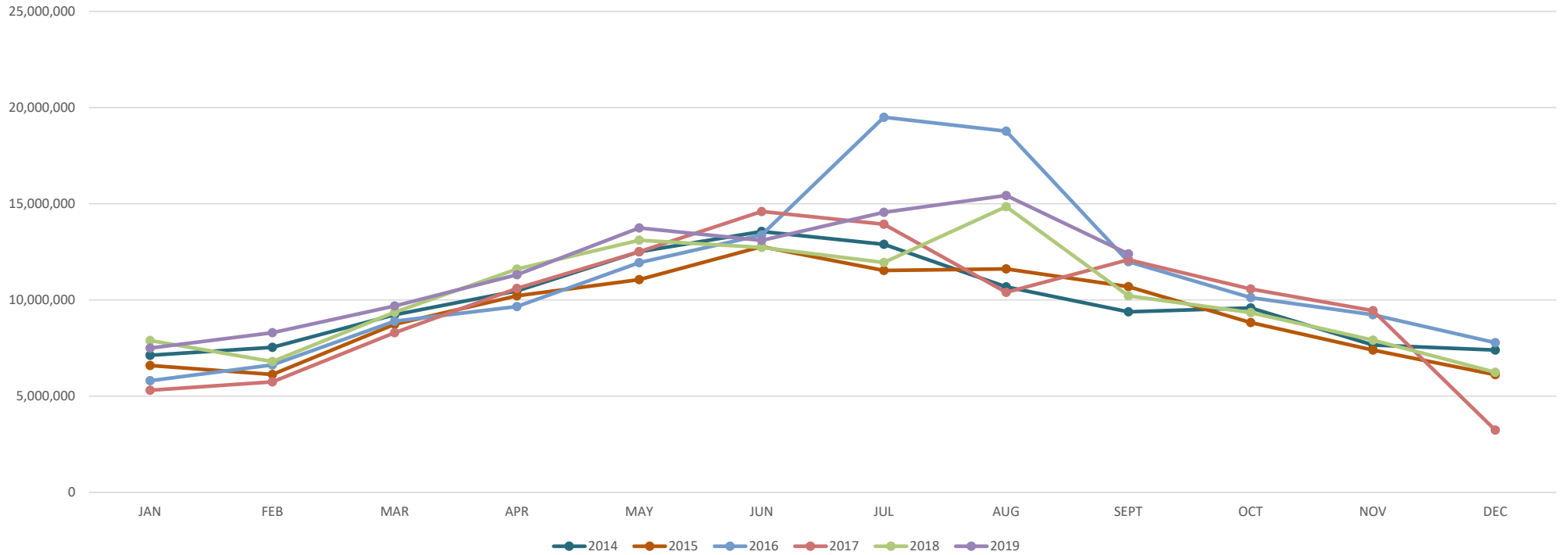
Doña Ana MDWCA at Picacho Hills Pumping Data 2012-2019

DOÑA ANA WATER SYSTEMS PUMPING DATA

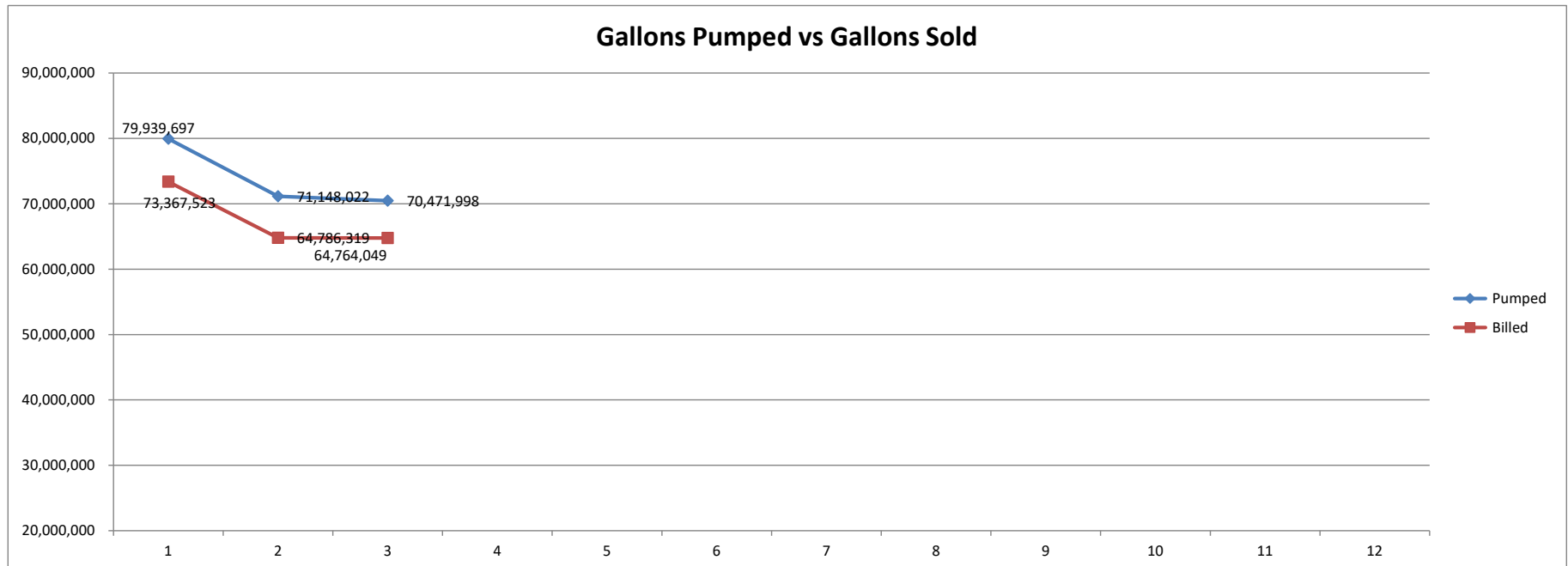
LRG-4250, 4250-S, 4250-S-2

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				106,036,500	325.414

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										221,559,717
Billed	73,367,523	64,786,319	64,764,049										202,917,891
Flushing/Breaks													-
Unbilled													-
Water Loss	6,572,174	6,361,703	5,707,949	-	-	-	-	-	-	-	-	-	18,641,826
% of Loss	8%	9%	8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8%
Picacho Hills/West Mesa													
Pumped	15,130,100	14,006,300	13,338,400										42,474,800
Billed	13,350,078	11,641,477	12,832,905										37,824,460
Unbilled													-
Water Loss	1,780,022	2,364,823	505,495	-	-	-	-	-	-	-	-	-	4,650,340
% of Loss	12%	17%	4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11%
Dona Ana/Radium/Fairview													
Pumped	64,809,597	57,141,722	57,133,598	-	-	-	-	-	-	-	-	-	179,084,917
Billed	60,017,445	53,144,842	51,931,144	-	-	-	-	-	-	-	-	-	165,093,431
Unbilled	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Loss	4,792,152	3,996,880	5,202,454	-	-	-	-	-	-	-	-	-	13,991,486
% of Loss	7%	7%	9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8%



September 27, 2019

Jennifer Horton, Executive Director
Dona Ana MDWCA
5535 Ledesma Drive
Las Cruces, NM 88007

425 South Telshor Blvd
Suite C-103
Las Cruces, NM 88011
www.bhinc.com
p. 575.532.8670

**RE: General Engineering On-Call Task Order Proposals - REVISED
Task Order #6 – New Office Parking Lot and Equipment Canopy**

Dear Ms. Horton:

Bohannon Huston, Inc., (BHI) is pleased to provide the attached Revised Task Order #6 – New Office Parking Lot and Equipment Canopy design, bidding & limited construction phase services. It is the intent of this proposal to provide engineering design for a proposed paved parking lot including curb & gutter, sidewalk ADA ramps and crossings, DAC permitting for work within public right of way, and two new equipment canopies on the adjacent lot from your existing offices. See attached Exhibit 1.

If acceptable, please execute the task order and return a copy to us. If you have any questions, please contact me directly at 575-532-8670. Thank you and we look forward to working with you on this task.

Sincerely,



Matthew R. Thompson, PE
Sr. Vice President

Enclosures

MRT/dg

Engineering 

Spatial Data 

Advanced Technologies 

**Doña Ana MDWCA
Contract Number #2018-01 On-Call Engineering
Task Order #6**

**ENGINEERING DESIGN SERVICES
SCOPE OF SERVICES, FEES AND SCHEDULE**

PROJECT: Dona Ana MDWCA New Office Parking Lot and Equipment Canopy

The ENGINEER is providing professional engineering services to the Doña Ana MDWCA (Association) for the construction of a new paved parking area for the DAMDWCA Office facility located at 5535 Ledesma Drive, Las Cruces, NM.

This Scope of Services defines the work, deliverables, and related fees for the Project's survey, design and limited construction phase work tasks. Tasks of the individual phases are described in detail below. Throughout this document the terminology "Owner" refers to the Association and "Engineer" or "Surveyor" refers to BHI.

I. Project Description

A. Project Description

The Project work scope will address the following project design elements:

- Selective demolition and clearing & grubbing.
- New paved parking area on east side of existing offices.
- New sidewalks, ADA ramps, curb & gutter and related parking lot improvements.
- New chainlink fences, gates and automatic opener to utility yard.
- New ponding, grading and drainage for proposed parking area.
- Parking lot signage, striping and crosswalks.
- Two New covered equipment canopies. (only one to be constructed as part of this phase)

Project Assumptions

The following assumptions have been made for the design and construction of the new parking facility:

- A new topographic survey will be required and is part of the task for this project as detailed below.
- All right of way access, and construction permitting will be through Dona Ana County Engineering Department.

- All reviews and approvals of design will be from DAMDWCA.

Task 1: Project Management and Coordination

Objective: Provide effective communications, coordination, meetings and project management for the Project through the project from initial planning through the final design period.

Approach: ENGINEER will conduct an initial Project Kick-off Meeting with the OWNER and other stakeholders to obtain Project information, to obtain OWNER input, and to develop critical success factors for design and implementation of the Project. As part of this meeting, OWNER goals and constraints will be identified to assist the ENGINEER in screening and evaluation of preliminary design alternatives in order to construct the proposed roadway improvements. Subsequent design phase meetings with OWNER staff and operations team members will be conducted, as required, to complete the Project deliverables.

The ENGINEER and OWNER will have regular conference calls and email communications to keep the OWNER informed of the Project's progress and obtain additional input from the OWNER. The ENGINEER may provide a monthly progress report, if requested, to be attached to monthly invoicing that summarizes the work completed since the last report, work to be completed during the next period, budget status, issues and concerns, and schedule status. The ENGINEER shall attend OWNER scheduled Board meetings on an as requested basis to update OWNER or staff members on the current status of specific project activities and get input needed to maintain the project schedule. The ENGINEER will coordinate and develop Pre-Contract and design progress meetings with DAMDWCA staff and other agencies as required.

ENGINEER will create a project specific website to manage project deliverables in ArcGIS and/or Adobe PDF format and manage OWNER review comments on-line. Other project management responsibilities to be completed under this task include management of subcontracts, project accounting, scheduling and budget tracking, and maintenance of project files.

Assumptions:

1. An initial kick-off meeting will be held at the OWNER's offices with OWNER staff, ENGINEER's project team, and other stakeholders that may be identified by the OWNER.
2. Project Progress meetings shall be held at the OWNER's office on an as requested basis.

Deliverables:

1. Kick-off meeting agenda and meeting minutes
2. Monthly progress reports – delivered via e-mail
3. Regular conference meeting minutes
4. Monthly invoices for ENGINEER's services

Task 2: Topographic Survey & Site Data Acquisition

1. **Topographic Survey:** A topographic survey will be conducted within the existing property boundary, plus the Dona Ana County ROW on Ledesma Drive and Werthiem Ave. Enough data will be collected to support a one-foot contour interval. Features to be mapped during the topographic survey will include driveways, turnouts, drainage features, footprint of buildings within the property and adjacent to ROW, edge and crown of existing pavement and marks designating the location of underground utilities. This utility designation marking will be conducted by the utility owners, facilitated through a Design Locate Request with NM811. This data will be delivered in Civil 3D 2016 format.
2. **Control Survey:** Two control points will be established for the project at approximately equal intervals. A certified control report will be provided for use during construction.
3. **Monumentation:** Once construction for this project is complete, any ROW monuments found to be missing during the retracement will be set.

Objective: Provide topographic survey and compile supplemental information related to the existing property and adjacent roadways in order to support the design process. The survey will verify the right of way and establish limits of work for construction as it pertains to the anticipated parking lot cross sections and drainage structures. Planimetric and topographic survey information will be used to establish horizontal locations of features and vertical grade for design and construction. The survey will also determine and record all relevant landmarks, buildings within the construction area, sidewalks, driveways, walls, trees, drainage structures inlet/ outlet and crossing conditions.

Approach: A topographic/planimetric survey of the existing property and existing features from the existing property boundary to at least 15' on each side from the adjacent roadways within the project area will be completed in order to confirm the elevations of the existing roadway, intersecting side streets and driveways, above ground physical features, drainage features and swales. This survey will be used as the basis for the preparation of the construction drawings. In order to proceed with the design phase, information related to the site and as-built conditions will need to be acquired and integrated into the design as basis for the parking lot paving, drainage improvements and new canopies. ENGINEER will also conduct all necessary field investigations to confirm current conditions by verifying on site and then confirming that information with topographic survey, site visits and discussions with OWNER.

Assumptions:

1. ENGINEER will conduct an onsite topographic field survey of the existing property located at 5535 Ledesma Drive in Dona Ana , NM including the property east of the office building which includes a utility equipment storage yard and maintenance building. Survey will provide contours at a minimum of 1' intervals and will also include planimetric features that are visible within the design area.
2. ENGINEER will provide at least two (2) inter-visible control points based on NGS OPUS solution sufficient for use as a contractor project benchmark and control.
3. ENGINEER's AutoCAD standard conventions will be followed during preparation of drawings. The design drawings will be prepared using AutoCAD and other integrated software programs.

4. Full-size drawings will measure 22-inch by 34-inch with half-size as 11-inch by 17-inch. Except for the Final Drawings, other drawings prepared for the OWNER's review will be made on half-size drawings.
5. Boundary information will be based on existing surveys and record documents from Dona Ana County and Dona Ana MDWCA. No individual lot boundary survey will be performed.

Deliverables:

1. Base drawing files of the project area with the apparent property corners abutting the Dona Ana MDWCA property, fence, driveways, phone pedestals, utilities as located per NM One Call locating system, existing structures and existing topography to be incorporated into the design drawings.

Task 3: Geotechnical Investigation & Report

Objective: The purpose of the geotechnical investigation is to determine site subsurface conditions and, based upon the conditions encountered, develop geotechnical recommendations for the ENGINEER's pavement and structural design. The geotechnical report will provide data on the following items:

1. Presence of rock;
2. Soil characteristics; and
3. Structural fill requirements for new pavement section
4. Pavement Section design
5. Structural foundation requirements for pre-engineered metal building canopy
 - a. Allowable bearing capacity
 - b. Subgrade preparation
 - c. Overexcavation requirements
 - d. Compacted fill requirements
 - e. Minimum footing sizes
 - f. Modulus of subgrade
6. Any new concrete drainage erosion protection structures

Approach: To accomplish these objectives, the following scope describes the work to be performed.

One test boring will be drilled at selected site locations for a total of two borings. Each of the borings will be advanced to a depth of 8 (8) feet below ground surface (bgs). The borings will be used to evaluate the subsurface conditions within the existing property. The borings will be advanced to the minimum depth outlined unless drilling refusal or unanticipated soil conditions are encountered before the desired boring depth is achieved. The depth and location of the test borings may be further adjusted depending upon actual subsurface conditions encountered.

During the drilling operations, a field engineer will log the borings, record the results of penetration tests, and will collect representative soil samples for further laboratory evaluation. Drilling and sampling will be conducted in general accordance with applicable and local standards. At the completion of drilling operations, samples will be transported to a laboratory for examination by the Project geotechnical engineer. At that time, an applicable laboratory-testing program will be formulated.

Relatively undisturbed samples will be tested for moisture content, dry density, expansion and consolidation characteristics. Representative disturbed samples will be tested for liquid limit, plasticity index and percent fines. Laboratory testing will be conducted in accordance with all applicable and ASTM standards. Upon completion of the laboratory testing, the field descriptions will be confirmed or modified, and final boring logs will be prepared.

The information obtained from the field exploration and laboratory testing program will be used to evaluate the soil and subsurface conditions at the existing roadway and project site. From these determinations, engineering analyses will be undertaken in order to formulate specific design criteria for the Project. The following will be provided in the report:

1. A brief review of field and laboratory procedures, and the results of testing conducted;
2. A discussion of the general subsurface conditions including soil and rock conditions;
3. Unsatisfactory soil conditions and recommended remedial measures;
4. Design criteria related to the recommended structure systems, pavement design, including allowable bearing pressures, lateral earth pressures, dewatering, minimum dead loads, and predicted performance; and
5. Recommended construction procedures and quality control measures related to hot mix paving, concrete work and earth work.

Assumptions:

1. We expect the site, and all exploration locations, are accessible.
2. We assume flexible (asphalt) pavement sections should be considered.
3. We assume a 25,000 ESAL for a 20 pavement design is required.

Deliverables:

1. Geotechnical report – Two (2) paper copies plus one (1) CD copy in Adobe PDF format to DAMDWCA.

Task 4: Right-of-Way Permitting and Reviews

Objective: ENGINEER will prepare Work in Public Right—of-Way applications to acquire permits from Dona Ana County (DAC). ENGINEER will coordinate the installation of new sidewalks, curb—and-gutter, crosswalks, signage, fences and other parking lot features as part of the new parking lot improvements project.

Task Work Elements:

1. Complete permit applications with appropriate final design plan attachments for Dona Ana County Engineering Department review.

Assumptions:

1. ENGINEER will forward all permit application fees to OWNER for payment processing directly.

Deliverables:

1. DAC permit applications.

Task 5: Preliminary Design

Objective: Prepare contract documents (60% complete) for parking lot construction and paving including drainage improvements and new sidewalks, curb & gutter and drive pads. Contract documents will include front end, technical specifications and construction drawings. The drawings will include roadway centerline based on paving design. Plans will be presented in plan and profile format (approximately 1" = 50" Horizontal scale) on 24"x 36" sheets, with sufficient information to layout out the proposed roadway improvements within existing city right-of-way, with typical cross sections and details for complete road and drainage improvements. Preliminary cost estimates will be included for the complete project improvements. Preliminary documents will be submitted for review and comments to DAMDWCA and any funding agencies if applicable as part of basic services.

Approach: Provide a construction plan set and technical specifications with sufficient detail to solicit competitive bids and construction of the new parking lot facility equipment storage canopy.

ENGINEER will provide the following services during the design phase of the Project.

1. Parking lot design to include pavement design, drainage improvements and new sidewalk, curb & gutter, ADA ramps, crosswalks and new pre-engineered metal building equipment shade structure. New pavement design will meet Dona Ana County roadway standards for residential streets.
2. Basic services will include parking lot layout, drainage, and structural design as it relates to the new parking lot profile.
3. Pavement design will be based on the Geotechnical Report provided by Terracon, Inc. and is included in this agreement.
4. Structural foundation design for pre-engineered metal building canopy.
5. Provide detailed construction drawings with plan and profile drawings.
6. Identify limits of construction, access easements, contractor construction staging and

storage areas.

7. Perform a constructability review of the proposed Project elements. Identify all project elements requiring specialized construction methods and review alternatives. Identify all temporary construction or traffic control devices needed to complete construction as required.
8. Prepare technical specifications for all work elements using Construction Specifications Institute (CSI) divisions 1 through 16.
9. Prepare an opinion of probable construction costs for the proposed roadway widening and drainage improvement project.

Assumptions:

1. The Project may be funded by State, Federal or Dona Ana MDWCA general funds.
2. The Project schedule includes review time for OWNER and any other funding agencies as required. Any delay in those reviews could result in a change to the Project schedule.
3. The OWNER shall provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve the Project designed and specified by ENGINEER and such reviews, approvals, and consents from others as may be necessary for completion of the Project. The ENGINEER shall provide all necessary documentation produced as part of the design process to support these reviews, approvals, and permits.
4. The OWNER will advise ENGINEER of the identity and scope of services of any independent consultants employed by OWNER to perform or furnish services with regards to the Project, including, but not limited to, independent Quality Control review, cost estimating, project peer review, value engineering, and constructability review.

Deliverables:

1. Two (2) paper copies of 60% review drawings.
2. One (1) paper copies of technical specifications
3. One (1) paper copies of the preliminary opinion of probable construction cost
4. One (1) electronic copy (PDF format) of the documents noted above.

Task 6: Structural Design

Objective: ENGINEER will prepare structural design drawings to incorporate into the overall project design drawings for parking lot construction project. Design will include foundations for two (2) pre-engineered metal building (PEMB) storage canopies with the approximate dimensions of 24 ft by 200 ft and 24 ft by 120 ft.

Approach: Provide a construction plan set and technical specifications with sufficient detail to solicit competitive bids and construction of the new PEMB parking lot facility equipment storage canopies.

ENGINEER will provide the following services during the design phase of the Project.

1. Structural foundation design for pre-engineered metal building canopies.
2. Detailed construction drawings with plans and details.
3. Approximate anchor bolt sizes and configurations for connecting the PEMB canopies to the structural foundation.

Assumptions:

1. The PEMB designer will be engaged during the construction phase of the project.
 - a. Assumptions of the design forces, connection locations, and connection configurations will be made by ENGINEER to be confirmed and coordinated with the PEMB designer and contractor during construction.

Deliverables:

1. Two (2) paper copies of 60% review drawings.
2. One (1) paper copies of technical specifications
3. One (1) paper copies of the preliminary opinion of probable construction cost
4. One (1) electronic copy (PDF format) of the documents noted above.

Task 7: Final Design

Objective: ENGINEER will prepare 95% construction drawings in plan and profile format to be displayed on 24" x 36" layout drawings for OWNER and funding agency review. The intent of this task is to incorporate final OWNER review comments prior to finalizing and stamping the construction document set. All remaining associated construction details related to materials and roadway construction will be shown. Final construction phasing and staging details of the construction will be provided, as required to define all work elements. Prepare final (100%) certified project improvements construction drawings and contract documents for bid advertisement upon approval from OWNER and funding agency, including engineer's opinion of probable construction cost estimates and limits of construction that reflect funding budgets. complete final Plans and Specifications for bidding and contract letting.

Approach: Final draft technical specifications for the construction of the project work will also be provided for review with this submittal. ENGINEER will provide all construction contract related documents in EJCDC form for basis of contract documents. ENGINEER will compile all contract documents, technical specifications and plans into a construction document set for use in project bidding. ENGINEER will complete the design drawings to approximately 95% and submit to OWNER staff and applicable review agencies for review and comments. ENGINEER will incorporate 95% review comments and provide a stamped plan set suitable for obtaining bids from licensed contractors within a public bidding process.

A final opinion of construction cost will be provided for final draft construction drawings. The cost estimate will be in bid schedule unit price format with plan quantities and unit costs shown for each work element. Unit costs will be aggregate costs from recent ENGINEER projects for installed prices – all material, equipment, labor, overhead and profit included.

Assumptions:

1. The basis for design is the recommended Project as identified in the project description above.
2. The Construction Project may be bid as multi-phase project; however, the design will be a complete design which is capable of being bid in phases as necessary for available funding.
3. The Project schedule includes review time for OWNER, funding agency and other reviewing parties including attorneys, and other advisors or consultants as OWNER deems appropriate. Any delay in those reviews could result in a change to the Project schedule.

Deliverables:

1. Four (4) paper copy of 100% review drawings, technical specifications and final draft cost estimate.
2. One (1) flash drive of all files in Adobe PDF format for editing purposes.
3. One (1) paper copy of final stamped contract documents, technical specifications, drawings, and cost estimate. One (1) flash drive with ACAD, Word and Adobe PDF of project files suitable for reproduction or website incorporation for document distribution.

Task 8: Construction Administration (limited)

Objective: Document project compliance with RFI responses and issue Addenda if needed during bidding process and provide submittal reviews and plan interpretations during the construction process.

Approach: Engineer will provide construction administration of the construction contract on behalf of the Owner to include the following:

1. Provide limited administration of the construction contract as required and defined in the Conditions of the Contract for Construction. The extent of the Engineer's duties and responsibilities and the limitations of his authority thereunder shall not be modified without the Owner's written consent.
2. Render interpretations of the documents necessary for the proper execution or progress of the Work with reasonable promptness on written request of either the Owner or the Contractor and shall render written decisions within a reasonable time on all claims, disputes, and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents. Interpretations and decisions of the Engineer shall be consistent with the requirements and intent of the Contract Documents and shall be in written or graphic form. The Owner / Engineer's decisions in matters relating to functional and aesthetic result shall be final if consistent with the requirements of the Contract Documents.
3. Review the Contractor's submittals, such as shop drawings, product data, and samples, for the conformance with the design concept of the Work and with the information given in the Contract Documents; and for each submittal, the Engineer shall designate in writing that the Engineer: A) Takes no exception to this submittal; B) Rejects the submittal; C) Requires corrections as noted by the Engineer; D) Requires revisions and resubmittal to the Engineer; E) Requires the Contractor to submit the specified item; or F) Takes no exception to this submittal as corrected. Such action shall be taken within the timetable stipulated in the construction contract (spec section 01340). The Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The Engineer shall provide the Owner with a set of shop drawings or other related submittals at the completion of the Project.

Assumptions:

1. The Construction Phase will commence with the execution of the Contract for Construction and ends with the final payment to the Contractor.
2. The construction period designated in the contract documents is 120 calendar days for substantial completion and 150 calendar days to final inspection. Any changes in the project schedule may require an amendment to this scope of work and the related

- compensation to the Engineer.
3. The extent of the duties, responsibilities, and limitations of authority of the Engineer as the Owner's representative during construction shall not be modified or extended without written consent of the Owner and the Engineer.
 4. The Engineer shall have access at all times to the Work, whether it is in preparation or progress.
 5. The Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
 6. The Engineer shall have authority to reject Work which does not conform to the Contract Documents. Where rejected Work is not promptly corrected, the Engineer shall recommend to the Owner that the Work shall stop. Whenever, in the Engineer's professional opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, the Engineer will have authority to require special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work be then fabricated, installed, or completed.

Deliverables:

1. Submittal log and review, RFI's, interpretations of documents and field directives.
2. Monthly invoices for Engineer's services

II. SERVICE FEES

Compensation for services of ENGINEER (including direct costs, markups and cost of subcontracted services) will be as outlined below. All amounts shown are exclusive of New Mexico Gross Receipts Tax.

Invoicing will be based on percent complete of task or cumulative completion of subtasks associated with the work under the task. All amounts shown below are lump sum except tasks indicated to be time and materials not-to-exceed (T&M NTE). Lump sum amounts shown include all direct costs, markups, and cost of subcontracted services associated with the task. Changes to these amounts will only be accomplished by written amendment to this scope and approved by the OWNER.

CONSTRUCTION PHASE SERVICE FEES:

Task	Description	Type	Fee Amount
1	Project Management & Communication	LS	\$2,000
2	Topographic Survey	LS	\$6,175
2.1	Boundary Retracement (if required)	LS	\$2,750
3	Geotechnical Investigation & Report	LS	\$3,500
4	Right of Way Permitting and Reviews	LS	\$2,500
5	Preliminary Design	LS	\$17,000
6	Structural Design (canopies)	LS	\$14,000
7	Final Design	LS	\$6,500
8	<u>Construction Administration (limited)</u>	<u>(T&M NTE)</u>	<u>\$2,000</u>

Construction Phase Services Subtotal: \$56,425

REIMBURSABLE EXPENSES:

Reimbursable expenses including: reproduction of construction documents, postage/shipping, and vehicle mileage will be invoiced at cost with no markups or fee added.

Reimbursable Expenses (Time and Materials Not to Exceed) \$500

TOTAL CONSTRUCTION PHASE FEE (Exclusive of NMGRT) \$56,925

III. PROJECT SCHEDULE

The time periods for the performance of ENGINEER's services are as follows:

TASK 1: TOPOGRAPHIC SURVEY

Complete field work and produce data sets for design to be completed within 4 weeks of NTP from OWNER.

Task 2: Geotechnical Investigation and Report

Complete field investigation and report to be completed within 4 weeks of NTP from OWNER.

TASK 3: RIGHT OF WAY PERMITTING & REVIEWS

Permitting schedule based on DAC review requirements and to coincide with Final Design Drawings.

TASK 4: PRELIMINARY DESIGN

Preliminary design drawings within 8 weeks of receipt of topographic survey data.

TASK 5: STRUCTURAL DESIGN

Structural design to coincide with civil design and will be complete within 4 weeks from receipt of geotechnical report.

TASK 6: FINAL DESIGN

FINAL DESIGN COMPLETE WITHIN 4 WEEKS FROM COMMENTS BY OWNER AND DONA ANA COUNTY ENGINEERING DEPARTMENT.

TASK 7: PROJECT MANAGEMENT & COORDINATION

To be completed as part of basic engineering services for proposed project and is not reflected in this schedule.

TASK 8: CONSTRUCTION ADMINISTRATION

Construction Administration (limited) schedule based on awarded bid items and approved construction schedule.

The time periods for the performance of ENGINEER's services are will be in accordance with the contract schedule in the construction documents and Notice to Proceed date to the Contractor.

Estimated construction time is approximately six months from notice to proceed to substantial completion, and a further 30 days for final inspection and close out documentation.

AGREED AND RECOMMENDED:

Engineer: Bohannon Huston, Inc.

Signature: 

Title: Sr. Vice President

Date: 9/27/19

APPROVED:

Client Dona Ana MDWCA

Signature: _____

Title: _____

Date _____