



*Doña Ana Mutual Domestic Water Consumers Association*  
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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, December 6, 2018 convened at 9:00 a.m. in the Doña Ana Mutual Domestic Water Consumers Association Board Room located at 5535 Ledesma Dr., Las Cruces, NM 88007:

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

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

Vice President – Jamie Stull, Present

Secretary/Treasurer – Dr. Kurt Anderson, Present

Board Member – Dan Hortert, Present

A Quorum was declared

### **Others in Attendance:**

Executive Director – Jennifer Horton

Community Members – Paul Maxwell

### **Approval of Agenda**

Dr. Anderson moved to approve the agenda for the December 6, 2018 Regular Board Meeting 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 motion. The motion carried by roll call vote 4-0.

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of November 15, 2018 as presented; the motion was seconded by Mr. Hortert. The Chair called for discussion of the motion. None was brought forward. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

## **New Members & New Meters**

Dr. Anderson moved to approve the New Members and New Meters list as presented. Mr. Stull seconded the motion. The Chair called for discussion of the motion. Ms. Horton advised we have twelve (12) names on the list. All are new members, and we have two (2) new connections. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

Mr. Melton asked Mr. Hortert if Mr. Rodriguez had any follow up questions regarding his concerns brought to the Board. Mr. Hortert advised nothing further has been discussed. The change orders from the Via Norte Project in Picacho Hills are moving quickly. We have drained and begun the dismantling of the old tank and will begin tearing out the foundation. The Radium Springs rehab continues to move forward as we try to keep the dirty water to a minimum while lines are replaced. The wastewater treatment plant (WWTP) is still in the dirt work phase of construction. The contractor for Southeast Collection Phase II has been provided the readiness to proceed to begin work and has advised this will not start until after the New Year. The funding is only available for ninety days, and the delay now moves the project to forty five days. Well eleven and

fifteen are still pending. The plugging application for well eleven has been submitted and well fifteen's documents are at NMED. Well two is pulled and in review as the pump is bad. All legal matters are pending. Once the private purchase of a water system is complete, we will hold public meetings to make the formal announcement.

Mr. Melton asked Ms. Horton about current staff. We have hired three new utility maintenance individuals and our co-op student, however at the same time we had four operators resign for various reasons. We are currently still hiring for several operator positions. Ms. Horton advised the audit is complete and went well. One of the larger changes that came from this audit is that we now have to run the Board of Directors under payroll, not give a 1099. Mr. Stull was impressed with the auditors. We will not be able to discuss any specifics until the audit is released from the State.

Mr. Melton directed the Board to the Sun News that featured an article regarding the City of Las Cruces' meter tampering fee. We frequently have had customers dispute our policies when in fact they are extremely similar to the City of Las Cruces. Preparations have begun for the Annual Meeting. Mr. Melton stressed the importance of meeting quorum the first time so that we do not have to reconvene.

### **Staff Reports**

Ms. Horton advised last week was extremely busy with the auditors in office. They are pleased with how the audit went. RFP's are out for our upcoming Engineering Contract. Once the proposals are closed, they will be individually reviewed by two members of the Board and Ms. Horton.

Operations are going well. We continue to experience line breaks in Radium Springs, which is expected with this system. The work is going well. The contractor has a large work load with two boring crews, two pipe laying crews, and then once the office in Albuquerque closes for the winter an additional crew will come down to begin bringing the new lines live in stages. Ideally bringing the lines live in phases will minimize the



outages. The WWTP has grading issues that will need to be addressed with a retaining wall prior to construction. As a reminder there will be a stop work as it takes twelve to eighteen weeks to receive the equipment. The old tank is being replaced with a smaller tank that will hold about 180,000 gallons of water.

Ms. Horton has received notice that we were not awarded any Water Trust Board funding. We will continue to pursue our application for Colonias Funding.

### **New Business**

None

### **Unfinished Business**

Mr. Melton advised we had one applicant for the open Board vacancy in District Five and thanked Dr. Paul Maxwell for his interest. Mr. Melton opened the floor for the members of the Board to ask any questions they may have for Dr. Maxwell. All members introduced themselves. Dr. Maxwell included a biography with his letter of interest for the Board.

Dr. Anderson moved to approve Dr. Paul Maxwell as the Candidate for District Five until the next Regular Board Election; the motion was seconded by Mr. Hortert. The Chair called for discussion of the motion. Dr. Maxwell advised he understands the responsibilities held by a member of the Board of Directors. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

*"I, Paul Maxwell, having been appointed to the Board of Directors of the Doña Ana Mutual Domestic Water Consumers Association do solemnly swear that I will support the Constitution of the United States and the constitution and laws of the State of New*

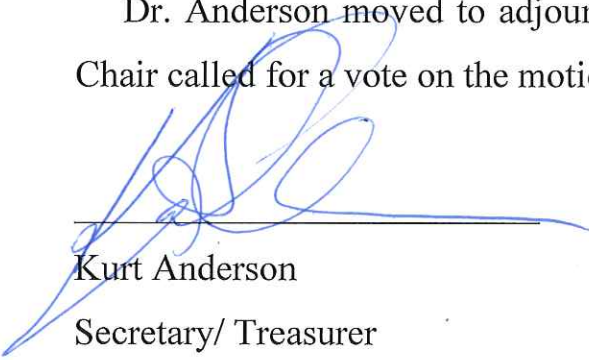
*Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”*

**Open Discussion**

Dr. Anderson asked if we are protected under cyber security? Ms. Horton advised we do have several security measures in place.

**Adjournment**

Dr. Anderson moved to adjourn at 10:50 a.m., with a second from Mr. Hortert. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.



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Kurt Anderson  
Secretary/ Treasurer

1/3/2019  
Date