



*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 February 16, 2017, 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 02-03-2017 Regular Meeting

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

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

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

### **Board President Report**

#### **Staff Reports**

2. Executive Director

### **New Business**

### **Consent Agenda**

None

### **Unfinished Business**

3. Oath of Office for Board Officers
4. Approval of Penalty Policy 1002.17.01

### **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 is in need of 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 Nelson at (575) 526-3491 on the Tuesday prior to the meeting or as soon as possible.*



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The following minutes are from the Regular Board Meeting of Doña Ana Mutual Domestic Water Consumers Association Board of Directors, February 2, 2017; 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, Excused Absence

Secretary/ Treasurer – Kurt Anderson, Present

Board Member – Raymond Ponteri, Present

Board Member – Justin Sparks, Telephone Conference

### **Others in Attendance:**

Executive Director – Jennifer Horton

Legal Counsel – Joshua Smith

Community Members – Tonya Lowery

### **Approval of Agenda**

Dr. Anderson moved to approve the agenda for the February 02, 2017 Regular Board Meeting as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. The Chair called for a vote on the agenda; the motion carried by roll call vote 4-0.

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of January 19, 2017; Mr. Ponteri seconded the motion. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

## **New Members & New Meters**

Dr. Anderson moved to approve the New Members and New Meters list as presented for January 2017; Mr. Ponteri seconded the motion. The Chair called for discussion of the motion. Executive Director Jennifer Horton advised there are twenty (20) names on the list; (11) are new meters and (12) are existing members. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

## **Customer Issues and Public Input**

Item 2: Mrs. Tonya Lowery presented an invoice showing an inspection by a plumber advising of no leaks found. Ms. Horton advised we now have the ability to data log and we have been able to pinpoint a slow leak that was corrected prior to the visitation from the plumber. Mrs. Lowery understood we are not able to make an adjustment, but wanted the Board to be aware of the fact that a leak was not identified.

## **Board President Report**

President Melton reported he has written a letter responding to the customer's issue presented at the Special Board meeting on January 9, 2017. He has reviewed the customer's account, as well as the back of our billing statement. Mr. Melton does believe some of the language can be cleared up in an attempt to create further transparency with regard to invoicing customers; however each customer is responsible for reading the entirety of the billing statement. Mr. Melton believes we can further provide clarity if the

times for cutoff payments match. Ms. Horton advised we would need to rewrite the policy in order to correct the times. We will have this drafted.

Mr. Melton is pleased with meeting quorum with the first attempt at this year's Annual Meeting. At our last Regular meeting we tabled the penalty policy in order to allow rewording of the language. We will bring this to the next Regular meeting.

## **Staff Reports**

### 2. Executive Director

Ms. Horton advised projects are progressing. She will continue to be in the field reviewing the work. We did receive approval from NMED for Fairview Phase II and should move to bid openings in mid to late March.

Mr. Ponteri inquired into the billing issue we all recently received. Ms. Horton advised we have experienced a software glitch, however we have corrected the issue and redistributed the bill. The software company advised they are running updates with new formulas and are working out the bugs.

## **New Business**

No New Business

## **Unfinished Business**

### ***Election of Board Officers:***

Dr. Anderson nominated Mr. Melton to retain the position of President; Mr. Ponteri seconded. No other nominations were presented. The Chair called for a vote. The vote carried 4-0

Mr. Sparks nominated Mr. Stull to retain the position of Vice President; Dr. Anderson seconded. No other nominations were presented. The Chair called for a vote. The vote carried 4-0

Mr. Ponteri nominated Dr. Anderson to retain the position of Secretary/Treasurer; Mr. Sparks seconded. No other nominations were presented. The Chair called for a vote. The vote carried 4-0

The Oath of Office will occur at our next Regular Board Meeting scheduled for February 16, 2017.

Dr. Anderson moved to approve Item Five (5), approval of Repairs to Well #5; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. Ms. Horton advised we did follow procurement for this repair. The recommendation is to reward the repairs to D and J Pump. We solicited bids from three companies, however only two responded. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

### **Open Session**

Executive Director Jennifer Horton advised Colonias Day is February 21, 2017 at the Capital. Are any Board Members attending? Mr. Melton, Dr. Anderson, and Mr. Ponteri will all attend. Ms. Horton will approach Mr. Stull to confirm if he would like to attend as well. Mr. Sparks will have to look at his schedule and follow up. Ms. Horton also advised there is a current freeze on state funding for Colonias Infrastructure (CIF), Water Trust Board (WTB), and TIF funding. This does not eliminate EPA federal funding.

The New Mexico Rural Water Conference is scheduled for the first week of April. We will need to know what Board Members will be attending. Mr. Melton and Dr. Anderson will attend. We will approach Mr. Stull to confirm if he is available.

Mr. Melton advised now that we have the capability to data log the concern is that we do not have the manpower to data log every single home without expenditures. We will need to address writing a policy as to how we will handle data logging, meter

disputes, and the costs associated with this. Ms. Horton advised with the data logging ability we may not need to complete meter testing the same way we have in the past as this data will tell us if there is a continuous leak, intermittent leak, and/or backflow issues; hour by hour.

Mr. Ponteri advised he has now been on the Board for one year and has yet to see an evaluation completed for the Executive Director or a merit increase. Ms. Horton advised evaluations are at the discretion of the Board; however staff evaluations are normally completed around June and July with a potential merit discussion to follow. Last year a freeze on salaries was enforced as we adopted a rate increase and we could not justify a merit increase while implementing this new policy. Mr. Ponteri asked if there will continue to be a freeze for 2017? Ms. Horton advised we will not have an answer until the budget review is completed.

### **Adjournment**

Mr. Ponteri moved to adjourn at 10:20 a.m.; Dr. Anderson seconded the motion. The Chair called for a vote on the motion: the motion carried by roll call vote 4-0.

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

\_\_\_\_\_  
Date





# DAMDWCA Customer Service Department Report

16 February 2017

## I. Billing:

1. Billings was submitted and approved on January 31, 2017. Billing was printed and mailed out on February 1, 2017.

## II. Penalties:

1. Penalties for January totaled: \$ 3,444.24
2. Penalties will be processed on February 27, 2017.

## III. Disconnects:

1. On Monday, January 23, 2017 we disconnected accounts for non-payment. There were 130 accounts up for disconnection. A total of 66 were disconnected.

Dona Ana: 46

Ft. Selden: 13

Picacho Hills: 6

Fairview: 2

Previously Locked: 2

Paid prior to disconnection: 55

Removed due to billing issues: 6

Total Reconnections for January 2017: 64

2. Disconnects are scheduled for Wednesday, February 22, 2017.

## IV. Membership Certificates: Membership certificates are ready for signatures.

## V. Document Scanning: Scanning is done on a daily basis if time is available. Towards the end of the month is when we catch up to items we were not able to scan earlier in the month.

I. Total Membership as of January 25, 2017: 4, 543

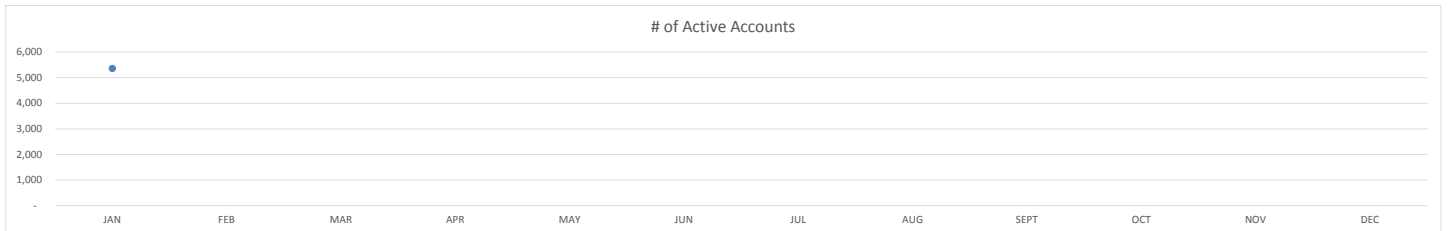
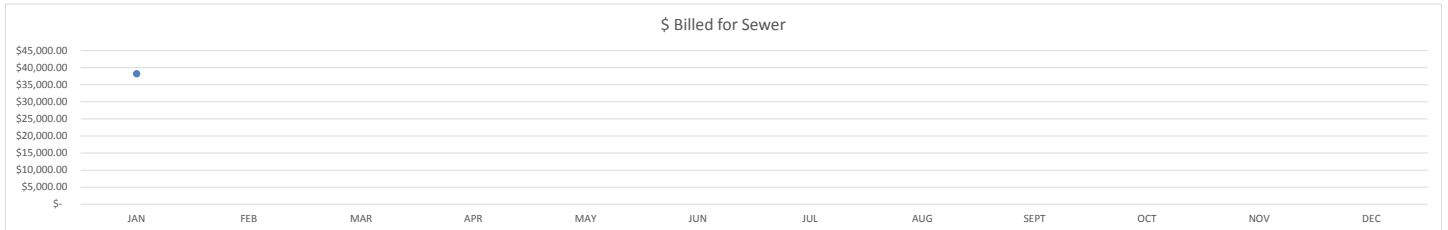
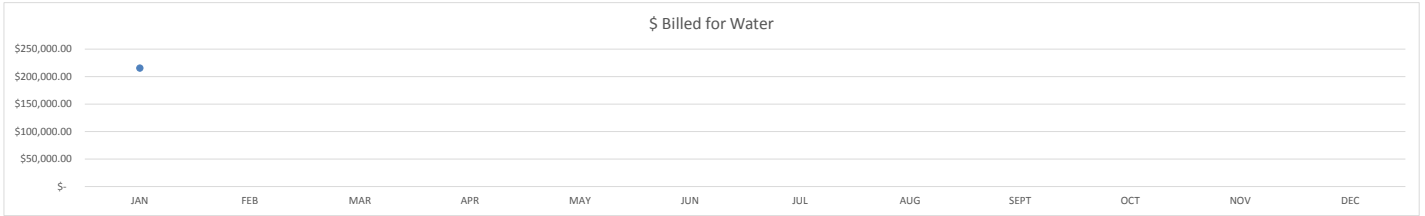
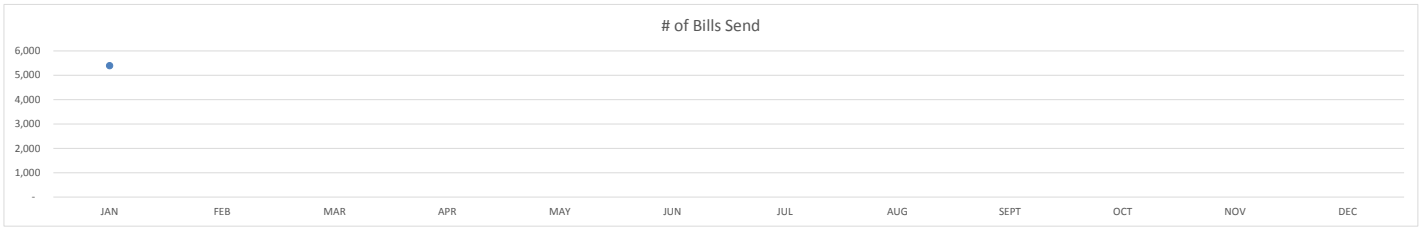
II. Total number of Connections as of February 13, 2017: 5,677





### 2017 Billing Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
# of Bills Send	5,398											
\$ Billed for Water	\$ 215,747.76											
\$ Billed for Sewer	\$ 38,225.46											
# of Active Accounts	5,360											
# of Members	4,543											



# PROJECT MANAGERS REPORT 2/16/2017

## PICACHO HILLS PROJECTS

### TANK @ PICACHO HILLS

- General Hydronic's Inc. has placed Pressure Reducing Valves (PRV's) #2 located by the Anthem Booster Station, #3 located on Calle Estancias, and #4 located on Picacho Mountain. Pipe installation and connection from the tanks to the 12-inch waterline is in the process. The Booster Skid has arrived. Doña Ana MDWCA has measured all the existing PRV vaults and is in the process of working with a contractor on the quote for the PRV installations.

### DISTRICT 5 WASTEWATER DISCHARGE PERMIT

- Our discharge permit was submitted to New Mexico Environmental Department (NMED) Ground Water Quality Bureau (GWQB) for review and approval in October 2015.. However, NMED has indicated that review and/or approval of the permit could extend up to 12 months.

## FAIRVIEW PROJECTS

### Fairview Water II

- An alternate route has been planned on the south side of Picacho Ave. and preliminary plans have been submitted to Doña Ana Mutual Domestic Water Consumers Association (DAMDWCA), the Doña Ana County (DAC), New Mexico Environmental Department (NMED), and New Mexico Department of Transportation (NMDOT).

## DONA ANA PROJECTS

### South East Collection

- The Vacuum station project has started. The foundation for the lower level of the building has been poured. Temporary fencing has been placed around the jobs site. The rock wall will start on the West side of the project site.

### SW Transmission Ph II, Armstrong Ph II, Elks IV

- Myles road bid opening was conducted on February 10, 2017. The apparent low bidder was A Mountain Construction.

### Well #7 and Well #5

- Quotes to install Well #5 have been received and approved to install a new submersible pump and boreline hose in the well. At this time the well is being cleaned and bailed before the new equipment goes into the well. Well #7 quote has been received and approved to clean and bail, and camera the well. Once this is done we will hopefully be able to see if there is a hole or not in the casing.

### Transmission Waterlines

- Work on the transmission waterline is nearly complete. The major crossings located on Valley and Lopez Road will start the week of February 13, 2017. The other major crossing that is in construction at this time is the Leasburg Main Canal. Pressure testing of the waterlines has started. All of Valley has been pressure tested and portions of Taylor Road have been tested. All pressure tests have passed. Bac-T's will be conducted after pressure testing and then tie-ins will take place. The contractor estimates the completion of the project at the end of February.

### RADIUM SPRINGS

#### Radium Springs Water

- SMA submitted preliminary plans to Dona Ana MDWCA for the second review. Plans will be submitted back to SMA with redlines the week of February 20, 2017.

#### Well #11

- The well has been pulled again under warranty. There was a fault reading that is continuing to occur. The pump was sent to the manufacturer and is undergoing testing. Once received it will be placed back into the well and tests for NMED will be conducted to get the well back online.



# *Doña Ana Mutual Domestic Water Consumers Association*

## **Policy 1002.17.01 Penalty Policy**

Any account that has an unpaid balance as of 3:00 p.m. MST on the 25<sup>th</sup> of the month (due date)\* will be assessed a penalty equal to ten percent (10%) of the outstanding balance.

Statements are mailed the last working day of each month. Accounts not paid in full by 3:00pm on the due date shown on the statement are considered delinquent.

Failure to receive a statement or reminder phone call does not exempt accounts from penalties.

The Association is not responsible for undelivered mail or late remittance made through the U.S. Postal Service. Please notify us if you have not received your statement by the 7<sup>th</sup> day of the month.

Payments made online via **our website** at [www.dawater.org](http://www.dawater.org) submitted before 3:00 pm MST will be credited the same business day. Payments made online via **our website** at [www.dawater.org](http://www.dawater.org) submitted after 3:00 pm MST on the 25<sup>th</sup> of the month will be credited next day and will be assessed penalties.

***This charge will not be reversed or adjusted.***

\* If the 25<sup>th</sup> falls on a Saturday, Sunday or official holiday of the Association, the date of the event occurs on the next business day.

**Revised and adopted on February 16, 2017; effective March 1, 2017.**

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Jim Melton, President Y/N

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Jamie Stull, Vice President Y/N

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Kurt Anderson, Sec./Treas. Y/N

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Justin Sparks, Board Member Y/N

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Ray Ponteri, Board Member Y/N