



*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 March 3, 2016, 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 02-23-2016 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

None

#### Consent Agenda

None

#### Unfinished Business

1. Take action on connection charge for Kristin Schreurs

#### Closed Session:

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

1. Real Property and Water Right Acquisition
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

Take action, if any on closed session items

#### Legal Update

3. Westmoreland case status
4. Moongate case status

5. General Legal Update

**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 Edward Salomon at (575) 526-3491 on the Friday prior to the meeting or as soon as possible.*



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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, February 23, 2016, 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- Mr. Melton called the meeting to order at 9:00 A.M. and called roll:

Vice President- Jamie Stull, Excused

Secretary/ Treasurer- Kurt Anderson, Present

Board Member- Raymond Ponteri, Present

### **Others in Attendance:**

Executive Director- Jennifer Horton, Present

Legal Counsel- Lee E. Peters, Present

Administrative Assistant- Edward B. Salomón, Present

### **Approval of Agenda**

Mr. Anderson moved to approve the agenda for the February 23, 2016 regular Board Meeting as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion; Mrs. Horton stated that the date of the minutes be changed from February 19, 2016 to February 9, 2016. Mr. Ponteri asked if it would be possible to move open board discussion to an earlier part of the meeting Mr. Melton explained the reasons

why the agenda is in a certain order and stated that the agenda would stay as presented. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

### **Minutes**

Mr. Anderson moved to approve the Regular Board Meeting Minutes of February 9, 2016 as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. The Board of Directors requested minor changes are made to the minutes. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

### **New Members & New Meters**

Mr. Anderson moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion: Mrs. Horton stated that there were five (5) new members and zero (0) new meters. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

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

Mrs. Schreurs spoke with the Board of Directors about an issue with a price quote for meter installation that was given by Doña Ana MDWCA. Mrs. Horton explained that the price quote that was initially given was in 2014 and the policy that Doña Ana MDWCA is required to enforce was approved on January 26, 2016. This policy states that a connection fee of \$1,185 is to be charged to all new residences who request wastewater service in order to provide wastewater service to a property. The Board of Directors stated that they would discuss the item and that there would be an action item at the March 3, 2016 Board Meeting at which time they will make a decision.

## **Board President Report**

Mr. Melton reports:

Mr. Melton reported that on February 16, 2016 he attended Colonias Day at the Legislature. Colonias Day is when the Colonias Infrastructure Funding is highlighted to the Legislators. The Colonias Infrastructure fund is a carve out fund along with the Tribal Infrastructure fund which provides that both entities receive that same amount of funding each year. Mr. Melton stated that Colonias Day was not well attended this year and he believes that the date was set too late in the session and by the time legislators got to this day they need to be in multiple locations at the same time. Mr. Melton reported that in FY 2017 there will approximately be 12 million dollars available which is down from 16 million dollars in FY 2016. Mr. Melton also noted that New Mexico Finance Authority (NMFA) Colonias Infrastructure would be switching over to an online application process to alleviate large amounts of paperwork. We were also urged to keep projects ready to be funded to keep the funding process moving smoothly.

Mr. Melton stated that the Governor talked about the Village of Cloudcroft and how they are almost done completing a multi-million dollar wastewater project that takes the city's wastewater and converts it to clean drinking water. It is expected to produce about 100,000 gallons a day with the capability to produce 250,000 gallons.

## **Staff Reports**

### **Executive Director**

Mrs. Horton reports- see attachment A

Mrs. Horton stated that she is excited to begin construction on all of the projects that are currently being funded. Mrs. Horton reported that we are currently in the process of drilling Well #11. The drilling company has managed to drill at least 60 feet deep but has broken a drill bit; drilling is expected to take a little longer than the projected two (2)

days. Mrs. Horton stated that she is urging the contractor on the Fairview Project to hang the water line across the bridge quickly because the Rio Grande may be filled before April 1, 2016.

### **Recess**

Mr. Melton called a short recess at 9:47 A.M.; the meeting was called back to order at 9:53 A.M.

### **Unfinished Business**

None

### **Closed Session**

Mr. Anderson moved to go into closed session at 10:02 A.M.; the motion was seconded by Mr. Ponteri. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

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

1. Real Property and Water Right Acquisition
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

Mr. Anderson moved to go into Open Session at 10:13 A.M.; the motion was seconded by Mr. Ponteri. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Mr. Melton reported that only the items on the agenda were discussed in closed session and that there were no items requiring action as a result of the closed session.

### **Legal Update**

**Westmoreland Case-** No Action

**Moongate Case-** Post trial briefs were supposed to be filed by the last week of February 2016 but the court moved that date to April 1, 2016.

**General Legal Update-** Mr. Peters noted that the Regional Water Utility Authority bills died in the legislature and he did not see anything coming out of the legislature that would affect the Association.

### **Open Discussion**

Mr. Melton asked for a status update on the employee handbook that is being updated by a Personnel Attorney in Albuquerque. Mrs. Horton said that she would call the Attorney and find out the status of the new employee handbook.

Mr. Melton noted that the calendar on the homepage of the Doña Ana MDWCA website had been modified and he complemented Mrs. Horton for the good work on the calendar.

Mr. Anderson asked about well data and Mrs. Horton stated that operations staff is in the process of getting him the well data he requested.

Mr. Anderson asked if there would be an advantage of paying off our USDA loan for the North Tank Project. Mrs. Horton said she needs to find out which loan we should pay

down between the north tank loan and the Ft. Selden loan. Mrs. Horton is considering paying down the loan that will be on our books for the shortest period of time.

Mr. Ponteri asked when bills are run each month if there is a summary of how many bills there were and the dollar amount for each bill. Mrs. Horton stated that she would get him a report for the total dollars billed.

Mr. Anderson asked how the new accounting clerk was doing with her responsibilities. Mrs. Horton stated that she was doing a great job and that she was able to run pay roll with very little help.

The Board of Directors discussed the customer issue concerning a price quote and a new policy. The Board decided that more research needs to be done and there would be an action item at the next regular Board Meeting.

### **Adjournment**

Mr. Anderson moved to adjourn at 10:42 A.M.; the motion was seconded by Mr. Ponteri. The Chair called for a vote on the motion: and the motion carried by roll call vote 3-0.

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Secretary/ Treasurer

Kurt Anderson

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Date



**Current Loans as of February 19, 2016**

Funding Agency	Loan Purpose	Original Amount	Term	Balance	Interest Rate	Annual Payment
RUS/USDA	North Tank #1 & Well	\$ 509,800	40	\$ 423,029	4.75%	\$ 28,512
RUS/USDA	Fort Selden Water Company Asset Purchase	\$ 2,119,317	40	\$ 998,317	2.75%	\$ 87,492
NMFA/WTB 55	W/WW Reclamation, Collection & Surface Water	\$ 38,000	20	\$ 27,265	0.25%	\$ 1,911
NMFA/WTB 83	W/WW Reclamation, Collection & Surface Water	\$ 380,000	20	\$ 272,650	0.25%	\$ 19,841
NMFA/WTB105	Reclamation Design & Planning*	\$ 14,000	20	\$ 1,020	0.25%	\$ 702
NMFA/WTB 243	Surface Water Transmission Line	\$ 1,404,000	20	\$ 1,231,202	0.25%	\$ 74,064
NMFA/WTB 271	Surface Water Transmission Line	\$ 1,600,000	20	\$ 1,072,042	0.25%	\$ 82,160
NMFA/CI 2770	Water Distribution Armstrong/Engler	\$ 35,706	20	\$ 31,491	0.00%	\$ 1,853
NMFA/CI 2797	Water Distribution DA Road/DA School Road	\$ 153,360	20	\$ 145,692	0.00%	\$ 7,668
NMFA/CI 3184	Design Radium Springs Water Distribution	\$ 10,200	20	\$ -	0.00%	\$ 510
NMFA/CI 3177	Design Fairview Water Distribution	\$ 18,800	20	\$ -	0.00%	\$ 940
NMFA/DW 2868	AMR System & Phase II SCADA	\$ 1,527,750	20	\$ 1,527,750	2.00%	\$ 92,206
NMED RIP 2013 -01	Picacho Hills Utility Company Asset Purchase**	\$ 2,000,000	20	\$ 1,920,766	2.38%	\$ 126,784
NMED RIP 2014 -01	PHUC Asset Purchase & Water/Wastewater Upgrades*	\$ 2,000,000	20	\$ 275,000	2.38%	\$ 126,784
NMED RIP 00002	Water/Wastewater Upgrades*	\$ 2,000,000	20	\$ -	2.38%	\$ 126,784
NMFA/DW 3227	Water Distribution Fairview/Picacho Hills Water Tanks	\$ 2,062,500.00	20	\$ -	2.00%	\$ 126,136
NMFA/DW 3382	Water Distribution and Tanks Picacho Hills	\$ 2,250,000.00	20	\$ -	2.00%	\$ 137,602.62
NMFA/CI 3349	SE Collection	\$ 67,600.00	20	\$ -	0.00%	\$ 3,380.00
<b>TOTAL</b>		<b>\$ 18,191,033</b>		<b>\$ 7,926,224</b>		<b>\$ 1,045,330</b>

**Pending Loans as of February 19, 2016**

USDA	Radium Springs	\$ 808,000.00	40		3.13%	\$ 35,496.00
<b>TOTAL</b>		<b>\$ 808,000</b>		<b>\$ -</b>		<b>\$ 35,496</b>

**Current Available Funding as of February 19, 2016**

Funding Agency	Grant Purpose	Original Amount	Loan %	Grant %	Remaining Balance
EPA/XP-96639501	Wastewater Headworks	\$ 120,500	0%	100%	\$ 99,448.03
NMFA/WTB 271	Surface Water Transmission Line	\$ 4,000,000	40%	60%	\$ 2,929,787.07
NMFA/CI 3184	Design Radium Springs Water Distribution	\$ 100,200	10%	90%	\$ 58,390.29
NMFA/CI 3177	Design Fairview Water Distribution	\$ 188,000	10%	90%	\$ 46,043.37
NMFA/DW 2868	AMR System & Phase II SCADA	\$ 2,039,000	75%	25%	\$ 1,067,230.80
NMED RIP 2014 -01	PHUC Asset Purchase & Water/Wastewater Upgrades*	\$ 2,000,000	100%	0%	\$ 1,611,730.83
NMED RIP 00002	Water/Wastewater Upgrades*	\$ 2,000,000	100%	0%	\$ 2,000,000.00
NMFA/DW 3227	Water Distribution Fairview/Picacho Hills Water Tanks	\$ 2,777,500.00	75	25%	\$ 2,599,188.41
NMFA/DW 3382	Water Distribution and Tanks Picacho Hills	\$ 3,030,000.00	75	25%	\$ 3,030,000.00
NMFA/CI 3349	SE Collection	\$ 676,000.00	90	10%	\$ 667,643.00
<b>TOTAL</b>		<b>\$ 16,931,200</b>			<b>\$ 14,109,461.80</b>

**Pending Grants as of February 19, 2016**

Funding Agency	Grant Purpose	Original Amount	Loan %	Grant %	Application Status
USDA	Radium Springs	\$ 2,758,347.00	??	??	Awarded
USDA	SE Collection	\$ 3,500,000.00	??	??	Pending
<b>TOTAL</b>		<b>\$ 6,258,347</b>			

**NEW METERS**

**MARCH 2016**

Name	Address	Tap In Fee	Water Rights	Membership	Tax	Sewer	Other Fees	Total Fees
DESERT VIEW HOMES	2822 SAN ELIZARIO			EM				
DESERT VIEW HOMES	2806 SAN ELIZARIO			EM				
DESERT VIEW HOMES	2932 LA UNION CT			EM				
DESERT VIEW HOMES	2922 SAN ELIZARIO			EM				
PASEO DEL ORO APTS.	4325 PASEO DEL OROLANDSCAPE	\$500.00	\$1,750.00	\$75.00	\$ 116.25			\$2,441.25
PASEO DEL ORO APTS.	4325 PASEO DEL ORO #301	\$300.00	\$1,750.00	EM	\$ 102.50			\$2,152.50
PASEO DEL ORO APTS.	4325 PASEO DEL ORO #302	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4326 PASEO DEL ORO #303	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4327 PASEO DEL ORO #304	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4328 PASEO DEL ORO #201	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4329 PASEO DEL ORO #202	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4330 PASEO DEL ORO #203	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
PASEO DEL ORO APTS.	4331 PASEO DEL ORO #204	\$300.00	\$1,750.00	EM	\$102.50			\$2,152.50
CLIFFORD MORRIS	1300 MATISSE	\$1,340.67		\$75.00	\$158.28	\$1,185.00		\$4,508.95
JANE KIM	8032 RENOIR LOOP			\$75.00	\$3.75			\$78.75
BRANDI URIETA	2832 LA UNION			\$75.00	\$3.75			\$78.75
D. ELAINE JOHNSON	1485 VISTA DEL VALLE			EM				
<b>Totals</b>		\$ -	\$ -	\$ 75.00	\$ 936.25	\$ -	\$ -	\$ 24,327.70



# BOD Check Report

By Check Number

Date Range: 02/01/2016 - 02/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
1480	M & M TANK COATING COMPANY	02/11/2016	EFT	0.00	26,619.36	337
1019	At Your Service, Inc.	02/11/2016	EFT	0.00	56.86	338
1155	Peters Law Firm, LLC.	02/11/2016	EFT	0.00	16,391.26	339
1186	Pure Operations LLC	02/11/2016	EFT	0.00	7,454.45	340
1511	Bean & Associates	02/01/2016	Regular	0.00	685.44	21399
1048	Craigentaggert Supply Company	02/01/2016	Regular	0.00	33.70	21400
1227	Cross Town Construction	02/01/2016	Regular	0.00	292.44	21401
1086	DPC Industries, Inc.	02/01/2016	Regular	0.00	2,802.80	21402
1184	Public Employees Retirement Association	02/08/2016	Regular	0.00	5,079.37	21409
1057	Secretary of State of New Mexico	02/11/2016	Regular	0.00	20.00	21410
1467	4WARN PROPERTY PROTECTION SYSTEMS	02/11/2016	Regular	0.00	76.90	21411
1004	Able Signs	02/11/2016	Regular	0.00	260.00	21412
1009	Advanced Communications & Electronics, Inc.	02/11/2016	Regular	0.00	1,086.46	21413
1359	AFTER HOURS CLEANING SERVICE	02/11/2016	Regular	0.00	541.56	21414
1008	American Document Services	02/11/2016	Regular	0.00	107.88	21415
1023	Baker Utility Supply Corp.	02/11/2016	Regular	0.00	1,514.09	21416
1499	Boarder Marketing, Inc.	02/11/2016	Regular	0.00	214.72	21417
1030	Boot Barn	02/11/2016	Regular	0.00	110.48	21418
1086	DPC Industries, Inc.	02/11/2016	Regular	0.00	4,037.47	21419
1104	FedEx	02/11/2016	Regular	0.00	25.31	21420
1123	Go Direct	02/11/2016	Regular	0.00	7,199.55	21421
1129	Harbor Freight Tools	02/11/2016	Regular	0.00	12.96	21422
1126	HD Supply Waterworks LTD	02/11/2016	Regular	0.00	2,146.28	21423
1143	Johnny's Septic	02/11/2016	Regular	0.00	9,120.00	21424
1146	Las Cruces Sun News	02/11/2016	Regular	0.00	179.02	21425
1216	MEGAHURTZ COMPUTER CONSULTING, INC.	02/11/2016	Regular	0.00	53.78	21426
1221	PARMETER POWER AND CONTROLL, INC.	02/11/2016	Regular	0.00	105.60	21427
1185	Pitney Bowes Global Financial Services LLC	02/11/2016	Regular	0.00	155.53	21428
1196	Red Wing Shoes of Las Cruces	02/11/2016	Regular	0.00	150.00	21429
1469	RICOH	02/11/2016	Regular	0.00	1,205.52	21430
1198	Rio Grande Pump & Supply Company	02/11/2016	Regular	0.00	779.29	21431
1202	Sam's Club	02/11/2016	Regular	0.00	100.00	21432
1073	Southwest Analytical Services	02/11/2016	Regular	0.00	70.40	21433
1073	Southwest Analytical Services	02/11/2016	Regular	0.00	379.09	21434
1079	Tyler Technologies	02/11/2016	Regular	0.00	33,409.00	21435
1106	Water Technology Associates	02/11/2016	Regular	0.00	210.12	21436
1101	WorkMed Inc, Benito Gallardo JR M.D	02/11/2016	Regular	0.00	259.95	21437
1109	Zia Natural Gas Company	02/11/2016	Regular	0.00	408.15	21438
1184	Public Employees Retirement Association	02/22/2016	Regular	0.00	5,008.86	21439
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	962.63	21440
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	4,122.11	21441
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	5,370.40	21442
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	1,766.67	21443
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	2,621.11	21444
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	568.64	21445
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	1,163.28	21446
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	235.58	21447
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	365.55	21448
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	6,597.04	21449
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	289.19	21450
1018	Argyle Welding Supply	02/26/2016	Regular	0.00	0.80	21462
1044	City of Las Cruces	02/26/2016	Regular	0.00	22.91	21463
1086	DPC Industries, Inc.	02/26/2016	Regular	0.00	306.00	21464
1123	Go Direct	02/26/2016	Regular	0.00	2,925.77	21465

## BOD Check Report

Date Range: 02/01/2016 - 02/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1173	New Mexico Finance Authority	02/26/2016	Regular	0.00	2,379.32	21466
1185	Pitney Bowes Global Financial Services LLC	02/26/2016	Regular	0.00	255.45	21467
1469	RICOH	02/26/2016	Regular	0.00	1,104.81	21468
1103	Wright Express Fleet Services	02/26/2016	Regular	0.00	1,383.48	21469
1051	New Mexico Child Support Enforcement Division	02/08/2016	Bank Draft	0.00	184.62	DFT1109FY16
1135	Internal Revenue Service	02/10/2016	Bank Draft	0.00	6,664.19	DFT1110FY16
1046	Comcast	02/26/2016	Bank Draft	0.00	216.76	DFT1112FY16
1103	Wright Express Fleet Services	02/11/2016	Bank Draft	0.00	1,383.48	DFT1113FY16
1203	SAMBA Holdings, Inc.	02/10/2016	Bank Draft	0.00	46.40	DFT1114FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	45.29	DFT1115FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	236.46	DFT1116FY16
1095	El Paso Electric	02/16/2016	Bank Draft	0.00	15.81	DFT1117FY16
1095	El Paso Electric	02/16/2016	Bank Draft	0.00	175.18	DFT1118FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	141.89	DFT1119FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	100.59	DFT1120FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	269.37	DFT1121FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	1,327.65	DFT1122FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	23.13	DFT1123FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	15.81	DFT1124FY16
1095	El Paso Electric	02/08/2016	Bank Draft	0.00	166.96	DFT1125FY16
1095	El Paso Electric	02/10/2016	Bank Draft	0.00	1,645.40	DFT1126FY16
1095	El Paso Electric	02/10/2016	Bank Draft	0.00	1,657.14	DFT1127FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	1,162.43	DFT1128FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	114.57	DFT1129FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	9.20	DFT1130FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	2,441.88	DFT1131FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	155.37	DFT1132FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	17.33	DFT1133FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	835.85	DFT1134FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	1,813.38	DFT1135FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	259.82	DFT1136FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	1,744.27	DFT1137FY16
1095	El Paso Electric	02/12/2016	Bank Draft	0.00	147.11	DFT1138FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	118.40	DFT1139FY16
1095	El Paso Electric	02/09/2016	Bank Draft	0.00	436.76	DFT1140FY16
1051	New Mexico Child Support Enforcement Division	02/22/2016	Bank Draft	0.00	184.62	DFT1158FY16
1135	Internal Revenue Service	02/22/2016	Bank Draft	0.00	6,457.66	DFT1159FY16
1168	New Mexico State Tax & Revenue	02/23/2016	Bank Draft	0.00	14,376.00	DFT1161FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	236.46	DFT1163FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	-236.46	DFT1163FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	-45.29	DFT1164FY16
1109	Zia Natural Gas Company	02/22/2016	Bank Draft	0.00	45.29	DFT1164FY16
1046	Comcast	02/26/2016	Bank Draft	0.00	216.76	DFT1165FY16
1046	Comcast	02/26/2016	Bank Draft	0.00	-216.76	DFT1165FY16
1168	New Mexico State Tax & Revenue	02/25/2016	Bank Draft	0.00	174.09	DFT1166FY16
1168	New Mexico State Tax & Revenue	02/25/2016	Bank Draft	0.00	657.52	DFT1167FY16
1168	New Mexico State Tax & Revenue	02/25/2016	Bank Draft	0.00	9.48	DFT1168FY16
1168	New Mexico State Tax & Revenue	02/25/2016	Bank Draft	0.00	69.94	DFT1169FY16
1242	NM Health Connections	02/16/2016	Bank Draft	0.00	3,437.01	DFT1170FY16
1011	AFLAC	02/24/2016	Bank Draft	0.00	300.54	DFT1177FY16
1274	VISION SERVICE PLAN	02/26/2016	Bank Draft	0.00	173.79	DFT1178FY16
1331	USDA-RUS	02/27/2016	Bank Draft	0.00	7,291.00	DFT1179FY16
1331	USDA-RUS	02/26/2016	Bank Draft	0.00	2,376.00	DFT1180FY16
1082	Dona Ana Mutual Domestic Water Consumers Ass	02/26/2016	Bank Draft	0.00	25.69	DFT1181FY16
1082	Dona Ana Mutual Domestic Water Consumers Ass	02/26/2016	Bank Draft	0.00	77.29	DFT1182FY16
1082	Dona Ana Mutual Domestic Water Consumers Ass	02/26/2016	Bank Draft	0.00	90.16	DFT1183FY16
1069	Southwest Disposal	02/26/2016	Bank Draft	0.00	98.61	DFT1184FY16
1099	Wells Fargo Bank	02/26/2016	Bank Draft	0.00	1,655.63	DFT1185FY16
1099	Wells Fargo Bank	02/26/2016	Bank Draft	0.00	1,204.17	DFT1186FY16
1099	Wells Fargo Bank	02/26/2016	Bank Draft	0.00	248.23	DFT1187FY16
1483	Kosh Solutions	02/26/2016	Bank Draft	0.00	1,705.89	DFT1188FY16

BOD Check Report

Date Range: 02/01/2016 - 02/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1243	Delta Dental of New Mexico	02/26/2016	Bank Draft	0.00	585.44	DFT1189FY16

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	68	54	0.00	110,282.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	55	58	0.00	64,771.26
EFT's	6	4	0.00	50,521.93
	<b>129</b>	<b>116</b>	<b>0.00</b>	<b>225,575.65</b>

BOD Check Report

Date Range: 02/01/2016 - 02/28/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Grant Bank-Grant Bank Account</b>						
1513	Morrow Enterprises Inc.	02/23/2016	Regular	0.00	11,147.90	20263
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	1,099.37	20264
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	1,964.25	20265
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	4,532.88	20266
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	7,993.46	20267
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	1,434.27	20268
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	6,304.87	20269
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	6,256.13	20270
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	4,078.51	20271
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	6,697.61	20272
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	5,737.10	20273
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	12,960.67	20274
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	2,633.08	20275
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	3,853.76	20276
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	4,715.38	20277
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	3,103.15	20278
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	7,554.80	20279
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	405.36	20280
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	7,486.02	20281
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	3,686.31	20282
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	865.20	20283
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	3,103.15	20284
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	2,349.03	20285

**Bank Code Grant Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	23	0.00	109,962.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>23</b>	<b>23</b>	<b>0.00</b>	<b>109,962.26</b>

**BOD Check Report**

**Date Range: 02/01/2016 - 02/28/2016**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Restricted Funds-Restricted Funds</b>						
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	10,477.18	20564
1052	Souder, Miller, & Associates	02/23/2016	Regular	0.00	4,078.51	20565

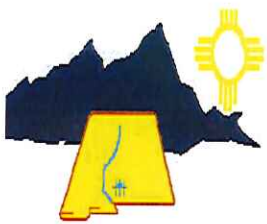
**Bank Code Restricted Funds Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	14,555.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>14,555.69</b>





StateRpt...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Operating Fund</b>						
<b>Revenue</b>						
400 - Interest Income from Bank Accounts and CD's	28,000.00	28,000.00	0.00	16,058.97	-11,941.03	42.65 %
410 - Rental Income	5,700.00	5,700.00	0.00	2,375.00	-3,325.00	58.33 %
420 - Water and Wastewater Sales	3,378,000.00	3,379,000.00	220,711.29	2,322,160.70	-1,056,839.30	31.28 %
430 - Miscellaneous	78,625.00	80,500.00	3,131.04	24,671.38	-55,828.62	69.35 %
700 - Water Rights Revenue	153,300.00	153,300.00	13,783.79	53,461.41	-99,838.59	65.13 %
<b>Revenue Total:</b>	<b>3,643,625.00</b>	<b>3,646,500.00</b>	<b>237,626.12</b>	<b>2,418,727.46</b>	<b>-1,227,772.54</b>	<b>33.67 %</b>
<b>Expense</b>						
500 - Personnel Expenses	1,168,700.00	1,169,200.00	76,914.05	632,439.01	536,760.99	45.91 %
505 - Mileage and Per Diem	13,500.00	18,500.00	0.00	14,660.36	3,839.64	20.75 %
515 - Vehicle Expense	50,000.00	46,500.00	3,875.63	29,994.64	16,505.36	35.50 %
520 - Building Expense	2,700.00	2,700.00	105.60	796.69	1,903.31	70.49 %
525 - Utilities	285,620.00	285,620.00	16,241.45	147,461.46	138,158.54	48.37 %
530 - Telephone	18,500.00	18,500.00	0.00	9,668.91	8,831.09	47.74 %
535 - Postage Expense	69,620.00	69,620.00	10,306.16	37,957.45	31,662.55	45.48 %
540 - Office Supplies and Other Expenses	230,650.00	250,650.00	9,006.95	104,883.20	145,766.80	58.16 %
545 - Advertising and Public Relations	3,000.00	5,000.00	179.02	7,476.61	-2,476.61	-49.53 %
550 - Training Workshops	13,500.00	14,000.00	0.00	11,525.00	2,475.00	17.68 %
555 - Annual Audit/Financial Report Expenses	19,000.00	19,000.00	0.00	11,346.56	7,653.44	40.28 %
560 - Dues and Board Fees	11,400.00	11,400.00	0.00	4,180.00	7,220.00	63.33 %
570 - System Repairs	142,200.00	224,000.00	38,294.22	114,543.45	109,456.55	48.86 %
575 - Professional Services	460,000.00	460,000.00	42,978.55	230,108.98	229,891.02	49.98 %
580 - Contractual Fees and Other Services	133,000.00	133,000.00	36,690.78	62,438.87	70,561.13	53.05 %
585 - Debt Payments	610,000.00	610,000.00	12,046.32	214,224.00	395,776.00	64.88 %
590 - Miscellaneous	160,200.00	161,200.00	10,031.03	99,192.56	62,007.44	38.47 %
<b>Expense Total:</b>	<b>3,391,590.00</b>	<b>3,498,890.00</b>	<b>256,669.76</b>	<b>1,732,897.75</b>	<b>1,765,992.25</b>	<b>50.47 %</b>
<b>Fund: 100 - General Operating Fund Surplus (Deficit):</b>	<b>252,035.00</b>	<b>147,610.00</b>	<b>-19,043.64</b>	<b>685,829.71</b>	<b>538,219.71</b>	<b>-364.62 %</b>
<b>Fund: 200 - Grant/Loan Fund</b>						
<b>Revenue</b>						
600 - Grant Revenue	5,414,421.00	6,500,000.00	300,954.34	551,329.87	-5,948,670.13	91.52 %
<b>Revenue Total:</b>	<b>5,414,421.00</b>	<b>6,500,000.00</b>	<b>300,954.34</b>	<b>551,329.87</b>	<b>-5,948,670.13</b>	<b>91.52 %</b>
<b>Expense</b>						
650 - Grant Expense	5,414,421.00	6,500,000.00	282,612.00	642,764.39	5,857,235.61	90.11 %
<b>Expense Total:</b>	<b>5,414,421.00</b>	<b>6,500,000.00</b>	<b>282,612.00</b>	<b>642,764.39</b>	<b>5,857,235.61</b>	<b>90.11 %</b>
<b>Fund: 200 - Grant/Loan Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>18,342.34</b>	<b>-91,434.52</b>	<b>-91,434.52</b>	<b>0.00 %</b>
<b>Fund: 900 - Restricted Reserve Fund</b>						
<b>Expense</b>						
650 - Grant Expense	260,000.00	445,000.00	4,078.51	10,200.02	434,799.98	97.71 %
740 - Capital Purchases	510,000.00	548,745.00	10,477.18	257,940.59	290,804.41	52.99 %
<b>Expense Total:</b>	<b>770,000.00</b>	<b>993,745.00</b>	<b>14,555.69</b>	<b>268,140.61</b>	<b>725,604.39</b>	<b>73.02 %</b>
<b>Fund: 900 - Restricted Reserve Fund Total:</b>	<b>770,000.00</b>	<b>993,745.00</b>	<b>14,555.69</b>	<b>268,140.61</b>	<b>725,604.39</b>	<b>73.02 %</b>
<b>Report Surplus (Deficit):</b>	<b>-517,965.00</b>	<b>-846,135.00</b>	<b>-15,256.99</b>	<b>326,254.58</b>	<b>1,172,389.58</b>	<b>138.56 %</b>



# DAMDWCA Customer Service Department

## Report

3 March 2016

### I. Billing:

1. Billings was submitted to Go Direct on Thursday, February 25, 2016. Bills will be mailed on March 1, 2016.

### II. Penalties:

1. Penalties for February totaled: \$9481.53.
2. Penalties will be processed on Tuesday, March 15, 2016.

### III. Disconnects:

1. On Tuesday, February 23, 2016 we disconnected accounts for non-payment. A total of 64 accounts were up for disconnection. A total of 41 were disconnected.

Dona Ana: 33

Ft. Selden: 5

Picacho Hills: 3

Fairview: 0

Previously Locked: 10

Paid prior to disconnection: 8

Removed due to billing issues: 5

2. Total Reconnections for February 2016: 36

3. Disconnects are scheduled for March 22, 2016.

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

### V. Document Scanning: Everyone has been set up with Docsvault and we will begin scanning information into the electronic filing system.

- I. Total Membership as of February 26, 2016 was: 4,276

- II. Total number of Connections as of February 25, 2015: 5,539

# Operations Manager's Report

March 1, 2016

**Doña Ana MDWCA, Doña Ana MDWCA @ Ft. Selden Water System, Doña Ana MDWCA @ Picacho Hills Water System, and Doña Ana MDWCA @ Fairview Estates Water System**

## Production Report for Month of February 2016

### Doña Ana MDWCA System:

- Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Nine (9) samples were collected throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- Doña Ana water meters were read on 2/11 thru 2/12/16
- There were 9 new water services installed within the Doña Ana MDWCA System.
- Repaired 4 service leaks/angle valves in the D.A. service area.
- Wells #2, #5, and #7 are on-line and alternating Wells # 6 and #8 are on stand by and ready if needed.
- Shut down water main (Burke Rd) to allow Morrow Construction complete the tie-in to Burke Rd.
- Wide area Locates were completed for the progress of the widening of Elks Rd Project.
- Two Operators attended a short Tutorial of the Siemens Meters that will be installed in the SCADA Upgrade Project which begin soon.
- The Rehab of the South Tank has been completed and are expecting to receive the Neoprene material and bolts to commence with the filling of the tank.
- Olympian generator, at Well #2 yard, has been serviced.(including Oil and Oil Filter Change, Air filter Change, Thermostat change and new water hoses installed)
- Generator at Well #8 has been inspected, and we are awaiting the parts list and quote for service of said generator.
- The leak that was caused by Morrow Construction on Elks Rd on 2/25/16 has been repaired. Replaced 10 inch saddle and corporation stop.
- Cleaned out the Cement Collar around the base of South tanks per recommendation of contractor to prevent oxidation.
- Dug out the Flushing Pond at the South Tank.
- Repaired the air relief valve on the Well #2 Pump inlet line.
- Repaired 2 inch on Riverwalk Road.

### Doña Ana MDWCA @ Ft. Selden System:

- Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was collected for the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- All water meters were read on 2/11/16.
- There were no new water services installed within the Ft. Selden Water System.
- Repaired 1 service leak/angle.
- Wells #9 and #10 have continued working correctly and are alternating on line.
- The New Drilling of Well #11 has commenced at the Ft. Selden well site.

# Operations Manager's Report

March 1, 2016

## **Doña Ana MDWCA @ Picacho Hills System:**

- Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Two (2) samples were collected throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- All water meters were read on 2/11/16.
- There was 2 new service installed in Picacho Hills.
- Repaired 3 service leaks/angle valves.
- Received Manifest from Johnny's Septic Company for the 48,000 gallons of sludge that were disposed of at the Dona Ana County Facility.
- Replacement pump for Coronado Booster has installed and wired by Mark Parameter.
- Grudfos Pump has been repaired and is on stand-by for future use.
- Manhole at Picacho Hills has been repaired by installing a new cement collar and filling in the eroded soil.
- Cut asphalt and repaired service line at Vista Hermosa in the Picacho Hills area.
- The Collection of GPS Waypoints has been completed.

## **Doña Ana MDWCA @ Fairview Water System:**

- Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was collected for the month at alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- All water meters were read on 2/11/16.
- There were no new water services installed within the Fairview Estates Water System.
- Wells #1 and #2 are currently set to operate in auto on pressure switch.
- Morrow Enterprises has begun the Fairview Estates System Improvements Project. Locates were completed for entire system and is being monitored by operations staff for illegal hook-ups. Continued
- New 6" Water lines and Hydrants have been installed and will continue.

**Respectfully Submitted,  
Orlando Parra  
Operations Manager**

# PROJECT MANAGERS REPORT 3/03/2016

## PICACHO HILLS PROJECTS

### TANK @ PICACHO HILLS

- The revised plans were submitted to New Mexico Environmental Department (NMED) Construction Programs Bureau (CPB) and Doña Ana County (DAC) for review on February 10, 2016. NMED CPB approved the plans for bid on February 12, 2016. At this time, Doña Ana County has not provided any comments. Mr. Molina stated he would try to finish his review by the end of this week (February 26, 2016). The building permit application for the tank site was submitted to DAC January 22, 2016. It is also still in the review process. DAC Building Services and DAC Planning and Zoning have approved the permit.

### DISTRICT 5 WASTEWATER Preliminary Engineering Report (PER)

- NMED-CPB has approved the PER.

### DISTRICT 5 WASTEWATER DISCHARGE PLAN

- A discharge permit has been submitted to New Mexico Environmental Department (NMED) Ground Water Quality Bureau (GWQB) for approval based on their comments. NMED indicated that review of the permit could extend up to 12 months.

### DISTRICT 5 HEADWORKS

- Morrow (the contractor) has delivered the required grates to the District 5 building. According to the Contractor the Screen will be delivered to the site the first part of May 2016 and he should begin construction of the concrete channel in April 2016.

### PICACHO HILLS ARROYO

- Research with Dona Ana MDWCA staff and Souder Miller & Associates (SMA) staff is ongoing with regards to possible solutions to protect the existing sewer line that run through the arroyo.

## FAIRVIEW PROJECTS

### Fairview Water

- Construction began on January 25, 2016. Morrow Enterprises has installed approximately 160 LF of 12-inch waterline, 890 LF of 8-inch waterline, 5,025 LF of 6-inch waterline, 14 gate valves, 8 fire hydrant assemblies, milled 886 SY of asphalt on Bamert Road, replaced gravel driveways and completed the Picacho Drain crossing where they installed 120 LF of 24-inch steel casing. The Contractor received payment for the first pay request and is working on the second pay request. The second pay request meeting is scheduled for March 2, 2016.

### Fairview Water II

- The Association is pursuing easements along the north side of the NMDOT alignment to ease construction. At this time, SMA is on hold.

## **DONA ANA PROJECTS**

### South East Collection

- SMA completed the surveying for the new site and is near completion of the new site design. The building permit application was submitted to DAC on February 23, 2016.

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

- Still pending legal matters

### Railroad Crossings

- NMED CPB approved award to Burn Construction on February 11, 2016. The Notice of Award was signed by Doña Ana MDWCA on February 19, 2016. The contractor is currently working on getting bonds. A preconstruction meeting will be scheduled during the week of March 7, 2016 and construction will likely begin the week of March 14, 2016.

### Wastewater Force main

- Survey work has been completed and SMA is currently working on the preliminary design.

## **RADIUM SPRINGS**

### Radium Springs PER

- Mr. Robert Garcia with USDA and the national USDA office have approved the PER. Project complete.

### Radium Springs Water

- SMA submitted the contract documents and construction plans to NMED Drinking Water Bureau (DWB) for their records on January 7, 2016. The additional \$4M in funding from United State Department of Agriculture (USDA) Rural Development (RD) will be used to complete design and construction the PER Alternatives B, C, D, E, F & G. SMA will provide an Engineering Joint Contract Documents Committee (EJCDC) contract for the next board meeting. The schedule is to have the design completed by November 2016.

### Well #11

- D&J Pump and Well Service LLC. started drilling the well on February 19, 2016. The ground formations have a lot of rock that is making it hard for the driller to drill to the required depth of 250'. The driller broke a bit earlier in the week but made the trip to Albuquerque to get another one the same day and was back on site the next day drilling. As of February 25, 2016 the driller is 20' away from hitting the required 250' depth.

### MISCELLANIOUS PROJECTS

#### SCADA Implementation Project

- No work has been completed since the last update. However, meters and transducers were delivered. Now that the contractor has received some of materials, he will be working on a pay request for materials on hand. A pay request meeting is scheduled for March 1, 2016.

#### GIS Mapping

- All the GIS points for the sewer manholes, water valves, meters, fire hydrants, and pressure reducing valves have been completed on February 25, 2016. Project manager will download the remaining data and format the data.