



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

The following are the minutes of the Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, April 15, 2021 convened at 9:00 a.m. via Zoom.

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 (Zoom)

Secretary/Treasurer – Kurt Anderson, Present (Zoom)

Board Member – Paul Maxwell, Present (Zoom)

A Quorum was declared.

Others in Attendance:

Legal Counsel- Josh Smith (Zoom)

Executive Director- Jennifer Horton (Zoom)

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Dr. Maxwell. There was no further discussion and the motion passed unanimously by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of March 18, 2021 as presented; Dr. Anderson seconded. There were minor editorial changes. Dr. Maxwell moved to approve the minutes as amended, Dr. Anderson seconded, there was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton discussed the social media posts and Channel 7 News with regards to the Radium Springs “Dirty Water” issues and further discussion ensued.

Staff Reports

Ms. Horton reported on the financials as of March 31, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard. She stated the number of checks written are less as most of the projects have been wrapped up. She reviewed the Budget Report with \$5 million in revenue, \$3.26 million in expenditures, with a net difference of \$1.735 million from all 3 accounts. Ms. Horton further stated most receivables have come in. She stated the Balance Sheet report is the current cash position at just over \$2 million, as it is currently up from the prior year and wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton reviewed the Account Receivable spreadsheet that reflects the impact of the current pandemic on revenues. Ms. Horton reported past due letters were mailed out on April 9th along with promissory letters to provide a payment schedule for those

in arrears as result of the pandemic. The deadline was listed for the end of May to have them returned to the office.

Ms. Horton reported there were currently no staff members quarantined for any COVID related reasons. However, she did mention it is pending on one staff members child's result and further discussion ensued on the topic of vaccinations. Ms. Horton further stated she would recommend opening the lobby and return to in person board meetings once Dona Ana County moves into green.

Ms. Horton provided project updates and stated Southeast Collection System Phase 3 will be doing some clear water testing on the system prior to finalizing the project.

Ms. Horton stated Water and Wastewater Standards are currently being developed to ensure all future developments and projects meet our standards and our expectations are clearly defined for developments. This project has moved back in the priority list due to other current priorities.

Ms. Horton reported on the Dona Ana Village Lift Station and Force Main. She stated NMED has approved the PER and the project has moved into the design phase.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion in design and was submitted to USDA for review. She further stated the comments from the funding agency have be addressed and is currently waiting on comments from Dona Ana County Engineering.

Ms. Horton reported the Parking Lot Improvements final design is complete and all permits have been submitted and paid for. She further stated the approval was received

from the Planning and Zoning Department. However, the approval of permits from Building Services and Engineering are still pending before the project can be bid.

Ms. Horton stated West Mesa PER contract has been approved by NMED and Bohannon Houston is expected to begin working on the PER in the next 60 days.

Ms. Horton stated the Dona Water Tank Rehabilitation final design is complete and has been approved by NMED Drinking Water Bureau. It is currently pending approval by NMED Construction Programs Bureau.

Ms. Horton stated she is waiting on signatures for the Picacho Hills Arroyos project.

Ms. Horton reported on funding applications for the current funding cycle. She stated the Letter of Conditions (LOC) for USDA RD was received July 31, 2019 and have completed 75% of the items within the (LOC) and will be ready to request closing instructions in June.

Ms. Horton stated all the required Readiness to Proceed items have been submitted to the Water Trust Board on January 12, 2021 and hope to be awarded \$2,500,000 for the Dona Ana Tank Rehabilitation Project.

Ms. Horton reported the application for the Dona Ana Village Lift Station and Force Main Project has been submitted.

Ms. Horton stated she will submit 2 applications to begin creating an Asset Management Plan as well as a Water Master Plan. She further stated the applications are for \$50,000 each and a date for submission has not been identified yet.

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots.

Ms. Horton reported Vista Rancho has submitted 40% construction plans on February 2nd for their first review with 385 lots.

Ms. Horton stated Legends West Phase 3C is expected to submit final construction plans for review and approval. She further stated the number of the lots are unknown.

Ms. Horton wrapped up the subdivisions with Reyes Westwind and Shade Tree / Apple Tree Subdivisions as they are each beginning the subdivision process and will contain 9 lots each.

Ms. Horton reported on other matters and stated there is currently one opening in Operations for either a Certified Operator or a Utility Worker and interviews would be held on Monday.

Ms. Horton stated staff is currently working on reminder compliance letters for those who are required to have a backflow preventor device to protect the drinking water system as well as letters for grease traps. The letters for grease traps are for those who are required to have them cleaned on a certain schedule to help protect the collection lines and treatment facility.

Ms. Horton discussed the Water Rights table as of March 31, 2021 and reported no changes from last month.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated we would be collecting applications for those who would like to connect to the project.

Ms. Horton reviewed the Customer Service Report. She reported there are no disconnects at this time, however, the disconnects will begin in June. Ms. Horton stated the penalties are trending up and may continue until June disconnects take place. She reviewed the Billing Summary Report. She covered the number of bills sent, the water and sewer that was billed, the number of connections and total members. Ms. Horton pointed out the water usage was also trending up. She stated for special projects, the staff is working on the Member List to ensure it is correct for the district alignments, scanning, updating membership files, and Standard Operation Procedures (SOP's).

Ms. Horton discussed the Pumping Data. She reported 37 million gallons was pumped for the month of March in Dona Ana, 3.6 million gallons for Ft. Selden and 11.2 million gallons in Picacho Hills.

Ms. Horton stated on the Pump vs Sold report is running high with fluctuation and is expecting management to follow up with her. She has also discussed the importance of tracking flushing and main breaks to ensure they are being accounted for correctly. Ms. Horton further stated she would like to get back to the tolerable 10% limit, as the system currently is at 11%.

Ms. Horton reported on the Well Data Update. She reported no changes from last month.

Dr. Maxwell led discussion on the removal of landscaping for installation and/or repairs in the Picacho Hills area and further discussion ensued.

New Business

None

Unfinished Business

Dr. Maxwell moved the Approval of March 2021 New Members & New Meters; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Ms. Horton reported 33 names were on the list, 8 are new members and the remaining are existing members with new meters. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

Open Discussion

Dr. Maxwell inquired about the Capital Outlay request and Ms. Horton stated it was not vetoed, it was secured and further discussion ensued.

Adjournment

Dr. Anderson motioned to adjourn at 10:31 a.m., with a second from Mr. Stull. The motion passed unanimously 4-0.


Kurt Anderson

Secretary/ Treasurer

3/20/21
Date