



Doña Ana Mutual Domestic Water Consumers Association
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The following are the minutes of the Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, April 21, 2022 convened at 9:01 a.m. via Zoom.

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 via Zoom

Secretary/Treasurer – Kurt Anderson, Present via Zoom

Board Member – Brian Clouse, Present via Zoom

Board Member – Clayton Berryman, Present via Zoom

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith via Zoom

Executive Director- Jennifer Horton via Zoom

Office Manager- Margo Lopez via Zoom

San Juana Melendrez- Member via Telephonically

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Stull. The chair called for discussion of the motion. There was no discussion, and the motion passed unanimously by roll call vote 5-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of March 17, 2022 as presented; Mr. Stull seconded. There was no discussion, and the motion passed unanimously by roll call vote 5-0.

Customer Issues and Public Input

San Juana Melendrez, representative of Our Lady of Purification Church, requested the Board of Directors aid or consider an adjustment to the outstanding balance due to a water leak late February. The leak insurance offered by the Association paid the maximum of \$1,000.00 leaving the balance of \$5,603.87. It was agreed the bill would stand as is. Dr. Anderson motioned to extend their promissory agreement to 24 months instead of 12 months; Mr. Stull seconded. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Board President Report

President Melton stated funding applications were being submitted and he is not aware of any issues from staff or legal matters to share.

Staff Reports

Ms. Horton reported on financials for March. As of March 31, 2022 she stated the Bank Transaction Report listed all expenditures paid out to be standard. She further stated in the next 60 days larger checks will show up as construction projects will begin. Ms. Horton reviewed the Budget Report with \$5.3 million in revenue, \$4 million in expenditures with a net difference in operating funds of \$1.26 million, with a net gain of over a million dollars. She stated the Balance Sheet is a current cash position and stated it is \$4.2 million between all accounts and wrapped up the

financials with the Income Statement as it ties back to the Budget Report. For more detailed information refer to the attached reports.

Ms. Horton provided project updates. She stated the Water and Wastewater Standards is being reviewed internally to provide feedback to Bohannon Houston in the next 30 days to finalize. She further stated it will come to the board for approval prior to June 30th.

Ms. Horton reported the Dona Ana Village Lift Station and Force Main project has been awarded to Spartan Construction and is currently scheduling the Pre-Construction meeting.

Ms. Horton shared the Southeast Collection Final Phase is currently working through the remaining easements. She further stated she hopes to bid early July/August.

Ms. Horton stated the Parking Lot Improvement is scheduled to begin construction May 2nd.

Ms. Horton reported West Mesa PER is complete and is waiting on final approval from NMED.

Ms. Horton reported on the Dona Ana Tank Rehabilitation project. She stated the contractor is on site and the rehabilitation has begun on the small tank at the North Tank site.

Ms. Horton shared the Picacho Hills Sewer Main Protection project study is complete and has been sent to NMED for review. She further stated based on the recommendation the \$100,000 could complete the design and potentially the majority of the construction to be done.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD (Southeast Collection) was received and are waiting on the NM State USDA Office to submit our file to Wahington DC for approval.

Ms. Horton reported she has submitted 2 applications to New Mexico Finance Authority Planning Grant to begin creating an Asset Management Plan as well as a Water Master Plan. She further stated she will continue to hold off until additional funds can be secured for the 2 planning documents.

Ms. Horton reported on Colonias Infrastructure Board. She stated 2 applications were submitted. One for the design for the West Mesa Water System and the second for construction funds for Dona Ana Village & Lift Station and Force Main.

Ms. Horton shared she has had several conversations with Senator Heinrich's Office with a request for funding to aid with the sewer cleaning equipment.

Ms. Horton provided and reviewed a Funding Report on the current funding. She further shared Capital Outlay funding was received. Senator Steinborn gave \$75,000 to do a PER for the East Central area to start the process for sewer and State Representative Rubio gave \$100,000 toward the sewer Vactor truck, for the sewer cleaning equipment.

Ms. Horton reported on subdivisions. She stated a 2nd round of comments have been returned to the developer of Vista Rancho.

Ms. Horton shared the Flemish Subdivision has received their 2nd round of comments for which she believes to be for the last time.

Ms. Horton stated Westland Subdivision request to subdivide 14 acres into 2 small parcels and 1 large parcel. The developer has submitted the 2nd round of plans for review.

Ms. Horton stated she received plans for a partial submission for Weise Development, stating the contract to provide service to them has expired. However, they wish to proceed. Ms. Horton is seeking assistance with Mr. Jeff Gariano for the billing and collection of the wastewater services provided to the Weise Development. Ms. Horton asked Mr. Smith to draft a contract for Mr. Gariano to oversee the billing, collection, and disconnection for Weise Development.

Ms. Horton shared Operations is actively pursuing the opportunity to test for their NMED State Certifications in water and wastewater.

Ms. Horton provided the Water Rights table as of March 31, 2022 and reported a new line item was added to reflect the recent water rights purchased to the report.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 459 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project.

Ms. Horton requested to close the office for 2 hours while IT providers perform computer maintenance, as the entire system will be offline during that time and the Board approved.

Ms. Horton discussed the upcoming budget cycle and software needs. In further detail she addressed the needs for Asset Management, Inventory & Work Orders through City Works Software, and the Lead and Copper Rule through the 120 Water Software. Further discussion ensued.

Ms. Horton shared the Customer Service Report for the month of March. She reported 101 accounts were disconnected. 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 also reviewed the Service Orders by Area report to include the number of calls and the type of service.

Ms. Horton discussed the Pumping Data. She reported 40.7 million gallons was pumped for the month of March in Dona Ana, 3.6 million gallons for Ft. Selden and 11 million gallons in Picacho Hills.

Ms. Horton reported on the Pump vs Sold report. She reported on the gallons pumped and the gallons sold with an annual net loss over 10%. Ms. Horton stated they will continue to look into this as the numbers are not getting better, when management returns from medical leave.

Ms. Horton reported on the Well Data Update. She reported Well 7, has been addressed and is waiting for any additional questions or an approval. She further stated the last 2 wells in Radium Springs will be converted from gas chlorination to

liquid chlorine and Well 11 will be moved back online as it is pending sampling. President Melton inquired about Well 15. Ms. Horton stated Well 15 can operate however, due to water hammering it is currently not running. She stated it is pending the arrival and installation of a 10-inch check valve.

Ms. Horton advised the Board of Directors there have been several “Brown Water” calls in the area of Taylor Road. She further stated they are due to multiple fires, as they have disturbed the system in the last 60 days.

Unfinished Business

Dr. Anderson moved the Approval of February New Members & Meters as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of March New Members & Meters as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of Resolution 2022 – 07 Funding Applications for Smart Hydrants; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated she came across this grant opportunity to aid in the funding for the Water Master Plan and the Assest Management Plan. It was looking for a small scale project that created water efficiencies. She further stated with the Smart Hydrants they will send notifications to dispatch staff when there is a drop or spike in pressure as they are

designed to help reduce the amount of water that is lost or stolen through the alerts. She further stated this resolution will allow her to apply for funding for this 50/50 split grant. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of Resolution 2022 – 08 Funding Applications for Master Plan; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated it was time for a new Master plan as the last one was in 2008 and is currently ranked towards the top of the ICIP for water and wastewater. Ms. Horton stated this is requesting \$150,000 from USDA for financial assistance through their community facilities technical assistance program. She further stated the Association will need to come in with approximately \$125,000 with some additional funding sources. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of Resolution 2022 – 09 Funding Applications for Asset Management Plan; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this application is also through USDA's community facilities technical assistance program for the Asset Management Plan and Software. She is requesting \$100,000 to help pay for the engineers to create the plan and aid in the software implementation cost as there are fees for both the software and the implementation. She further stated this is a 50/50 split. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Discussion of the Annual Meeting was initiated by Ms. Horton. Ms. Horton shared dates the school was available and the Board agreed to have the meeting the 21st of June, to be held at Dona Ana Elementary School.

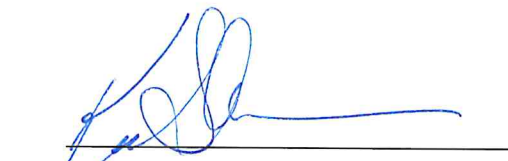
Ms. Horton led discussion on the Return to In-Person Meetings and the Board agreed to resume in-person meetings on the next scheduled meeting set for May 5, 2022.

Board Open Discussion

None

Adjournment

Dr. Anderson motioned to adjourn at 10:47 a.m., with a second from Mr. Stull. The motion passed unanimously 5-0.



Kurt Anderson
Secretary/ Treasurer

5/19/22
Date