



*Doña Ana Mutual Domestic Water Consumers Association
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The following are the minutes of the Special Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, April 2, 2020 convened at 9:00 a.m. telephonically:

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 – Kurt Anderson, Present

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Maxwell motioned to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of March 19, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell stated he would like to

add a line to page 3 under Open Discussion. He stated the last line should read "...Ms. Horton and President Melton via email in the minutes and it was agreed." Dr. Maxwell also wanted to have added "After additional discussion it was also agreed that Ms. Horton would draft emergency procedures to be discussed at a special meeting set for March 23, 2020 telephonically." There was no further discussion. Dr. Maxwell moved to approve the notes as amended with a second by Dr. Anderson. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the Special Board Meeting Minutes of March 23, 2020 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell suggested on the Emergency Provisions, item 10 to change "website" to "the website" and "office door" to "the front office door" for clarification purposes. After discussion the board agreed to have it read, "the website" and "adjacent to the front door" for clarification purposes. There was no further discussion. Dr. Anderson moved to approve the editorial changes as discussed with a second by Mr. Stull. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Approval of New Members & New Meters

Dr. Anderson moved to approve the New Members and New Meters as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was made by Ms. Horton as she stated there were 16 names on the list, all 16 were new members and there were no new meters. Dr. Anderson addressed the typographical error be corrected to the word "Members" not "Memebers" on the title of the New Members & New Meters Report. There was no further discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

Mr. Hayhoe was present and suggested the next board meeting to be held on Zoom, as he stated his experiences have gone well. Dr. Maxwell also shared his experiences with a strong recommendation. President Melton discussed his concerns with members who may not have access and would not like to limit anyone from participating. It was agreed that Ms. Horton would explore options with inhouse resources and consider the memberships participation. The consensus of the board was to revisit this proposal during the next board meeting to be held in May 2020.

Board President Report

None

Staff Reports

Ms. Horton advised there are no changes nor any new implemented changes with staff. She further stated things are progressing, however, they are progressing slowly as it is challenging to obtain reponses as other businesses are working remotely or on modified schedules. She stated the staff is responsive to the business and the system is flowing water and accepting wastewater.

President Melton inquired about staff and any concerns with quarantine. Ms. Horton stated as she could not share any specifics to avoid any violations of HIPAA laws. She did share there have been 3 staff members quarantined and did not share any further information as to who or why.

Dr. Anderson did ask about the staff on quarantine and the type of leave they are on. Ms. Horton advised they are on paid administrative leave. She did state if their condition qualifies for FMLA the Association will comply.

New Business

None

Unfinished Business

None

Open Discussion

Mr. Stull apologized for his absence as he was not provided a procedure of how-to login to the telephonic board meeting.

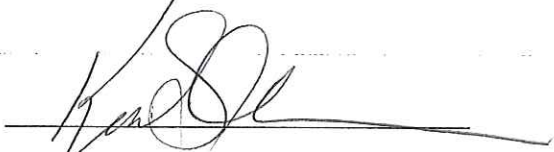
Dr. Anderson inquired about a time to sign the meeting minutes and any other documents requiring his signature. Ms. Horton advised as she is trying to limit outside exposure. She recommended signatures be placed on a hold for the meeting minutes at this time. She suggested posting unsigned minutes to the website and reposting them once they are signed.

Dr. Maxwell discussed an email that he sent out regarding an Emergency Contingency Plan for Dona Ana Water. Dr. Maxwell stated it was related to our current crisis and reviewed the document. He stated as board members he would like to be proactive and not reactive with what is happening in our current situation. He would like to have a contingency plan considered and if we do not currently have one in place that relates to this current crisis, that one be developed. Ms. Horton commented, there is an Emergency Response Plan the Association is provided and encouraged to use. She further stated staff and management will remain in compliance with the federal standards. She shared one of the response plans on file with USDA and stated it is good through June 2020 and will update it once she and Ms. Lopez can attend the rescheduled training set for this July. Dr. Maxwell inquired about the provisions given and our current crisis if there was anything relevant to the provided

Emergency Response Plan. Ms. Horton stated it did not include health emergencies. She further stated it dealt more with chemical and biological issues, more physical types, such as construction, weather, power outages, contaminations, etc. with high and low responses and notifications. Dr. Maxwell suggests creating a plan relevant to our current crisis and put provisions in place to ensure the Association will continue to function and the community can continue to be served. Ms. Horton shared her plans of action to mitigate further issues and addressed some of the concerns expressed by Dr. Maxwell. Dr. Maxwell requested to have the opportunity to review the response plan. It was agreed that he could do so by visiting the office to review a copy.

Adjournment

Dr. Anderson motioned to adjourn at 10:10 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.



Kurt Anderson
Secretary/ Treasurer

6/04/20
Date