



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 20, 2023 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:

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Brian Clouse, Excused Absence

Board Member – Clayton Berryman, (via Zoom)

A Quorum was declared.

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Executive Assistant- Shelby Morales

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Berryman. The chair called for discussion of the motion. President Melton requested to have item #3; Acknowledgement Awards removed from the agenda. Dr.

Anderson moved to approve the agenda as amended, Mr. Berryman seconded, there was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of March 16, 2023 as presented; Mr. Berryman seconded. There was no discussion, and the motion passed unanimously by roll call vote 3-0.

Customer Issues and Public Input

Ms. LeeAnn Meadows, owner and resident of Orchard Properties, LLC addressed her concern with regard to brown water issues in her area. Ms. Meadows stated her primary complaint was there was no public notification posted of the brown water issues, no times as to how long it would last, or updating the members that the water was safe to drink, unless one called in. As an owner, she was simply trying to keep her tenants informed and was frustrated at the inconsistent times provided by staff. Ms. Horton understood and stated she would have a conversation with the management team. She explained the result of the brown water was due to a county repaving project. She stated their contractor had been contacted and, on several occasions, provided the project was ending within days, however, this occurred multiple times. At one point, Ms. Horton restricted the pressure to avoid further disturbances as they continued to open the hydrant too quickly, resulting in brown water. However, shortly after she had the hydrant pulled and relocated as the contractor would not come into compliance, as the brown water continued. Further discussion ensued.

Board President Report

President Melton mentioned things have been moving along quite well.

Staff Reports

Ms. Horton stated financials have been provided for the month of March. She reviewed the Check Listing Report. She shared there was a check for \$20,000 to DNR Tank and mentioned the next pay app would be larger. She further stated there are no other major checks to report as everything else was standard. Ms. Horton reviewed the Balance Sheet and stated it is a current cash position. She reported the cash position is down due to carrying receivables, with \$1.2 million out for USDA and \$500,000.00 from the state. She reviewed the Budget Report as of the end of March with \$4.9 million in revenue, \$4.3 million in operating expenses and a net loss of \$561,000. Ms. Horton stated the Income Statement matches and ties back to the budget.

Ms. Horton reviewed the Project Updates. She stated Water and Wastewater Standards have been finalized with updated items and language to set the expectations for construction and capital projects. She further stated she is just waiting for the final draft to bring to the board for approval.

Ms. Horton stated the Dona Ana Village Lift Station and Force Main Project is progressing on El Camino Real. She shared that she is waiting on dates from Spartan Construction's subcontractor to bore across the Dona Ana School Road intersection. Ms. Horton reported substantial completion is set for mid-September and should meet that target date. Ms. Horton mentioned they will start the lift station around May 15th.

Ms. Horton reported the Southeast Collection System bids were opened and there were concerns from the bidders, therefore, that procurement has been cancelled as of last Monday. She further stated it will rebid, however, it is unknown at this time when, as she would like to have those concerns addressed and clarified before the next round.

Ms. Horton stated the Parking Lot Improvement Project is scheduled to start in the parking lot next to the office and the sidewalk in the first week of May, to ensure ADA compliance.

Ms. Horton reported on the Dona Ana Tank Rehab Project and stated both small tanks had been completed. Ms. Horton stated the South (1-million-gallon) tank is currently being worked on and is scheduled to be completed and put back into service May 15th. At that time, a stop work will be issued and will not begin the large 2-million-gallon tank until Fall before pulling it offline as she does not anticipate any significant issues.

Ms. Horton reported she received the 90% design about 2 weeks ago for the Picacho Hills Sewer Main Project but did not have time to review it. Ms. Horton stated only one arroyo will be selected based on current constraints and what is most reasonable as there will not be enough construction money to complete both sites.

Ms. Horton reported on funding applications. She stated she is waiting for USDA's \$15 million award as she awaits a contractor and final bid price. Then she can finish the closing documents and get that funding closed.

Ms. Horton shared Colonias Infrastructure awarded \$910,000 for the Dona Ana Village Lift Station and Force Main Project in the 2022 cycle that has not yet been closed. She further stated she is waiting for USDA to sign off on it. Ms. Horton reported all requirements and comments have been met and is waiting for their approval, she hopes within the next 60 days.

Ms. Horton stated she has submitted 2 applications for half a million dollars to finish cost overruns for the other part of the Dona Ana Village Lift Station and

Project that was not awarded to Spartan Construction. Once the additional funds have been secured, she will rebid that section of the project. Ms. Horton stated that portion plus the manhole rehab by Los Venados is expected to be approximately \$1.3 million in construction costs.

Ms. Horton submitted a design application for the West Mesa System Rehab in the amount of \$1.9 million and a second application was submitted for cost overruns for the Southeast Collection System project in the amount of \$6 million.

Ms. Horton provided and reviewed the Project Budget Report to show what is currently available as of the end of March to spend on projects.

Ms. Horton reported on subdivisions. She stated she is waiting on a new plat to be provided by Vista Rancho for their 1,300 lots.

Ms. Horton shared that she is currently waiting for the resubmission of the Desert Oaks Subdivision, which was for 187 residential lots in Picacho Hills, with one commercial lot for a club house. She further shared it was to her understanding they have changed the number of lots as well as water rights.

Ms. Horton stated Buena Suerte Subdivision on Valley is 200 lots. She stated they are working on a path to connect to the city sewer. She further stated this path would require EBID to transfer a section of the drain to them and EBID is open to that idea as they are actively working on it.

Ms. Horton reported the Reyes West Wind Subdivision is 9 lots off West Wind Road. She stated they have been provided a Conditional Will Serve Letter for water only and she is currently waiting for construction plans to be reviewed.

Ms. Horton mentioned the replat in Picacho Hills, Consuela Court is waiting on final plats for signature and further stated the replat went from 7 lots to 11.

Ms. Horton reported on Other Matters. She stated Julian Castillo who came in as a laborer with past construction experience, took his State Certification test and passed. He now holds a Water Level 2 license.

Ms. Horton provided a Water Rights update as of March 31, 2023.

Ms. Horton stated the applications for the Southeast Collection project are currently being accepted and have received 474 completed applications.

Ms. Horton pointed out the Water Rights Table where the Westmoreland Rights have been removed as a judgement has been received. She will be working with Mr. Smith over the next few weeks on the collection process (approx. \$190,000.00).

Ms. Horton shared an issue with the City of Las Cruces and the RV Boat Storage on Picacho Ave. It was reported the city had tapped into the Association's waterline, one that has not been used. She further stated they tapped a 1-inch water meter and a 6-inch line for a fire hydrant. She will be meeting with the city today to seek a resolution and further discussion ensued.

Ms. Horton provided a written Customer Service and Operations Report for review.

Dr. Anderson pointed out a 14% loss for the average in the Pump vs Sold Report. President Melton suggested looking into a way to identify or making changes to help with the average loss.

Dr. Anderson inquired about the wells. Ms. Horton stated Well 2 was pulled and down for 3 days while the pump was repaired. She further stated Well 6 will be pulled next once that pump arrives as she suspects it may have holes in it. Ms. Horton clarified as of today Wells 5, 7, are active as they were inactive at the end of the month for reporting and further stated all the wells in Dona Ana are active.

President Melton inquired about feeding Fairview from Picacho Hills. Ms. Horton stated the problem with doing that is the pressure is too high and will create too much turbulence in their system resulting in brown water calls. She further stated a PRV would need to be placed on that line and the cost of that is roughly \$40,000.00 and a time frame of 24 - 48 weeks out. Ms. Horton stated it is on her to-do list.

Unfinished Business

Dr. Anderson moved the Approval of New Members New Meters; the motion was seconded by Mr. Berryman. The Chair called for discussion of the motion. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

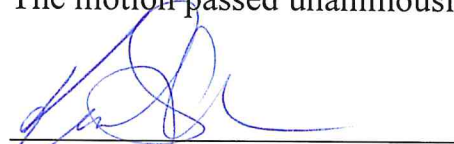
Board Open Discussion

Dr. Anderson mentioned his concerns for the water loss and the subdivision going from 387 to 1300 homes. Ms. Horton clarified, it is a viable subdivision and there is no reason to not provide service to the subdivision if they bring water rights and provide the necessary infrastructure within their subdivision.

President Melton inquired about the reconstruction of the Columbia Elementry School and the waterlines running interference with the ponding they need to put in. Ms. Horton stated she received both firms' set of plans and will look them over.

Adjournment

Dr. Anderson motioned to adjourn at 9:49 a.m., with a second from Mr. Berryman. The motion passed unanimously 3-0.



Kurt Anderson
Secretary/ Treasurer

5/18/23

Date