



Doña Ana Mutual Domestic Water Consumers Association
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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, September 7, 2017 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 9:01 a.m. and called roll:

Vice President – Jamie Stull, Present

Board Member – Dr. Kurt Anderson, Present

Board Member – Raymond Ponteri, Present

A Quorum was declared

Others in Attendance:

Executive Director – Jennifer Horton

Community Members – Jim Hayhoe and Nancy Simmons

Approval of Agenda

Dr. Anderson moved to approve the agenda for the September 7, 2017 Regular Board Meeting as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Executive Director Jennifer Horton requested we remove Item Three as we are not ready to proceed with this presentation. Dr. Anderson amended his motion to which Mr. Stull seconded. The Chair called for a vote on the amended motion, which carried by roll call vote 4-0.

Minutes

Dr. Anderson moved to approve the Board Meeting Minutes of August 17, 2017 as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. No discussion was brought forward. 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 August 28, 2017 as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion to which none was brought forward. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

New Members & New Meters

Dr. Anderson moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Executive Director Jennifer Horton advised we have twenty (20) names on the list; seventeen (17) are new members, and one (1) is a new meter. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Board President Report

Mr. Melton advised we do have a full plate today and have continued to move forward with daily activities at the Association.

Staff Reports

Executive Director Jennifer Horton summarized the updated financial report. Ms. Horton will be attending several conferences throughout the State in September. We do have an update on the Westmoreland case; which is in our favor. A Closed Session will be scheduled during our next Regular Board Meeting scheduled for October 5th.

New Business

Mr. Melton opened the floor for comments from the Board of Directors with regard to the new Customer Policies as presented. Instead of having individual policies we are proposing a handbook where all policies, procedures, and fees are encompassed in one document. This would be reviewed annually with a Resolution during the change of the fiscal year to coincide with budget reviews. This is similar to what the City of Las Cruces does. The Board will review and present comments to the Executive Director due September 30.

Unfinished Business

Dr. Anderson moved to approve the Employee Handbook as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton summarized the Employee Handbook; all comments and input from the Board have been reviewed and incorporated. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the award of Contract 6325370 WWTP Fence to Souder, Miller, & Associates as presented; Mr. Stull seconded the motion. The Chair called for discussion of the motion. Ms. Horton advised this is for the administration side of the construction and since State funding is involved we must have a licensed P.E. for observation on site. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the award of Contract 6325349 Via Norte to Souder, Miller, & Associates as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. Ms. Horton explained this is the project that will replace about 5,600 feet of old waterline with eight (8) inch pipe on Via Norte in

Picacho Hills. We do have funding for this project and are currently waiting on the finalization of our permit from Dona Ana County. Hurricane Harvey has created a few delays with regard to deliveries and higher pricing. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the award of Contract 6326344 SE Collection to Souder, Miller, & Associates as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton explained attachments 2 and 3 show a diagram where the amount of work we are able to accomplish is determined by the pricing of bids. This is a multiphase project and we will not know the exact details of how much of the map we can complete as the pricing will determine how many construction phases will be needed. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the award of Contract 6326321 WWTP District 5 Improvements to Souder, Miller, & Associates as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. Mr. Ponteri inquired as to the status of our discharge permit that was filed October 2015? Ms. Horton advised we are still waiting on the discharge permit from NMED, but the plans are in review. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.


Dr. Anderson moved to approve the Purchase of Work Order and Tyler Content Manager Module as presented; the motion was seconded by Mr. Ponteri. The Chair called for discussion of the motion. Ms. Horton reminded the Board this is one of our wish list items that will assist with our new preventative maintenance practices and tracking all of the in-house work we do; similar to how we track customer accounts. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Open Discussion

Dr. Anderson would like an update with regard to our water rights issues, and where we are at with Jornada and the City of Las Cruces. Ms. Horton counseled we are still waiting on data.

Adjournment

Dr. Anderson moved to adjourn at 10:05 a.m.; the motion was seconded by Mr. Ponteri. The Chair called for a vote on the motion which carried by roll call vote 4-0.



Kurt Anderson
Secretary/ Treasurer

10/15/17
Date