



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, February 7, 2019 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:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Dan Hortert, Present

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Executive Director – Jennifer Horton

Legal Counsel – Josh Smith

Community Members – Jim Hayhoe, Corey Armendariz

Approval of Agenda

Dr. Anderson moved to approve the agenda for the February 7, 2019 Regular Board Meeting as presented; the motion was seconded by Mr. Hortert. The Chair called for discussion of the motion. Ms. Horton requested Item Twelve be removed as the document is not ready. Item Three also needs to be removed as Mr. Alanis has cancelled. The Chair called for a vote on the amended agenda. The motion carried by roll call vote 5-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of January 3, 2019 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Dr. Maxwell inquired as to the status of the response for Mr. Stryker. Mr. Melton advised he is currently researching the issue and will bring a letter to the Board for approval. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

New Members & New Meters

Mr. Hortert moved to approve the New Members and New Meters list as presented. Dr. Maxwell seconded the motion. The Chair called for discussion of the motion. Ms. Horton advised we have seventeen (17) names on the list. Eleven (11) are new members, and we have seven (7) new connections. Mr. Hortert requested we add a column showing which district each of these properties are in. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Customer Issues and Public Input

Mrs. Corey Armendariz presented to the Board concerns regarding her account and the removal of her meter due to nonpayment. The bill was originally being posted to her address in Carlsbad. Subsequently the address was changed by an individual who is a family member of Mrs. Armendariz, but not registered to the account. This individual was tasked by Mrs. Armendariz to watch over the property but had no authority to make any changes to the account. The Association made changes a few years ago that requires a form for any changes or updates to any account from the property owner, however Mrs. Armendariz's account is an aged account and this issue is before the forms were introduced into policy. Legal advised that due to the address being changed by a non-member the Board is tasked with acknowledging a break of policy. The Board would

need to issue a directive in order to proceed with any resolution outside of policy. The service fees total \$236.66, not including the penalties or installation fees.

Dr. Maxwell made a motion to waive the installation fee and penalties and to have Mrs. Armendariz only pay the actual service fees. Dr. Anderson seconded the motion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-1 as follows:

Mr. Stull – Yes

Dr. Anderson – Yes

Dr. Maxwell – Yes

Mr. Hortert – Yes

Mr. Melton – No

Board President Report

Mr. Melton advised the matter with Mr. Stryker is under review. We will be sending the meter to the manufacturer for further testing. It is not incumbent on the Association to identify a leak. The usage is back to normal at this location with the new meter. If a customer requests the meter be tested at the manufacturer then a form will be required with the corresponding fee. If the Board is conducting tests at the manufacturer then the Association will cover the costs. The Board directed Ms. Horton to send off the meter.

Mr. Melton acknowledged legislation has begun and an item named House Bill 175 has been pulled off the agenda today. NMRWA is in opposition of the bill. Well two is currently in review to ensure the correct pump and sizing. Well eleven and fifteen are still pending in Massachusetts. NMED is aware they are well past the deadline.

Staff Reports

Ms. Horton advised we have been very busy at the Association. She asked the Board who will be attending Colonias Day. All Board members expressed interest in attending,

however Dr. Maxwell prefers to make his own accommodations and requested standard per diem. Who will attend the 41st NMRWA Conference in April? All Board members have tentatively agreed to attend.

Ms. Horton summarized the financial reports and while we are sitting in a good position, we have had to spend some significant funds recently. We had to hire a company to jet our sewer main; the eighteen inch interceptor that connects us to the City of Las Cruces. The line shows signs of being septic since before it was transferred to us from the City. Two man holes have been completely eroded and a total of at least seven of them need work to bring them up to code. We are going to contract with the City for the next six months in order to have these lines jetted on a regular basis to prevent further damage. This issue was featured in the newsletter along with a picture showing the number of belongings that have been flushed down the drains into our system. We have reminded the public of what not to flush as this is going to be extremely expensive. One man hole alone is eight to ten thousand dollars, and we know that at least two need to be completely rebuilt. As long as we can keep the lines clean, we should be able to stabilize the other manholes in order to have the design for the force main and lift station be completed. We have submitted this application to Colonias Infrastructure and if we are able to obtain funding, we will be able to address the manholes at that time. Mr. Hortert suggested an outreach program to inform the public of the severity of this issue. He will begin working on ideas. Mr. Melton asked if there is a more cost effective way of constructing manholes to survive the environment? Ms. Horton advised as long as the concrete is property coated with a specific material then there really should not be issues with preventative maintenance. Part of the issues we are experiencing is because the concrete was not coated.

On January 1st the Association finalized the purchase of the West Mesa water system. At the end of January we attempted to connect West Mesa to our system as the water there cannot be used. Two of the wells in West Mesa have uranium in them and the third

well is collapsed. This connection was extremely challenging and resulted in a water outage for a large amount of time. We delivered cases of water during the outage to assist the members in this area. The work was completed; we have bypassed the tank in West Mesa and will continue to do so until everything is stabilized, and pressures are addressed. The pressure issues will move slowly over the next few months in order to adjust the entire new system in a safe manner.

A recess was called at 10:35 a.m. Ms. Horton was excused from the remainder of the meeting due to an emergency. The meeting was called back into order at 10:44 a.m.

New Business

None

Unfinished Business

Mr. Hortert moved to approve the Award for RFP 2018-01 General Services for Engineering; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Mr. Melton inquired as to why the RFP's do not have attachments in the package. It was explained that the RFP's for Engineering are what were published, similar to a job posting, and then reviewed by the committee comprised of Mr. Hortert, Mr. Melton, and Ms. Horton. Engineering firms submitted their applications per each RFP in accordance with the requirements listed in the job description. The committee conducted interviews and we are now ready to award each RFP. The Board does have the option to table this if further breakdown of the published RFP's is needed. The Chair called for a vote on the motion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-1 as follows:

Mr. Stull – Yes

Dr. Anderson – Yes

Dr. Maxwell – Abstain

Mr. Hortert – Yes

Mr. Melton – Yes

Mr. Hortert moved to approve Items Six through Nine to award the RFP's for Engineering Services; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. These RFP's are the same as the first approved; a listing of requirements for our new engineering firm. The Chair called for a vote on the motion. The motion carried by roll call vote 4-1 as follows:

Mr. Stull – Yes

Dr. Anderson – Yes

Dr. Maxwell – Abstain

Mr. Hortert – Yes

Mr. Melton – Yes

Mr. Hortert moved to approve the Award for Engineering Contract to Bohannon Huston for General, Water, and Wastewater Services; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Mr. Hortert explained Bohannon Huston is who is recommended to be our new engineering firm for all engineering services to include general, water, and wastewater services. This is a one year contract that will be revisited to determine if we will continue having a dual contract for engineering. The Chair called for a vote on the motion. The motion carried by roll call vote 4-1 as follows:

Mr. Stull – Yes

Dr. Anderson – Yes

Dr. Maxwell – Abstain

Mr. Hortert – Yes

Mr. Melton – Yes

Mr. Hortert moved to approve the Award for Engineering Contract to Souder, Miller, and Associates for Water, and Wastewater Services, striking General for point of order; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Dr. Maxwell asked if we are approving the projects listed under the contract proposals or just the contract? Mr. Melton clarified that this is for an engineering contract with SMA that will allow them to continue with engineering services for the projects they are currently handling. The new firm would handle anything new moving forward. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.

Mr. Melton opened the floor to begin the proceedings of Board Elections.

Mr. Stull nominated Mr. Melton to continue as Board President. Dr. Anderson seconded the nomination. The Chair called for further nominations to which none was brought forward. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.

Dr. Anderson nominated Mr. Stull to continue as Board Vice President. Dr. Maxwell seconded the nomination. The Chair called for further nominations to which none was brought forward. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.

Dr. Maxwell nominated Dr. Anderson to continue as Board Secretary Treasurer. Mr. Stull seconded the nomination. The Chair called for further nominations to which none was brought forward. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0

Stephanie Suggs administered the Oaths of Office as follows:

“I, James Melton, having been appointed to President of the Doña Ana Mutual Domestic Water Consumers Association do solemnly swear that I will support the Constitution of the United States and the constitution and laws of the State of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”

“I, Jamie Stull, having been appointed to Vice President of the Doña Ana Mutual Domestic Water Consumers Association do solemnly swear that I will support the Constitution of the United States and the constitution and laws of the State of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”

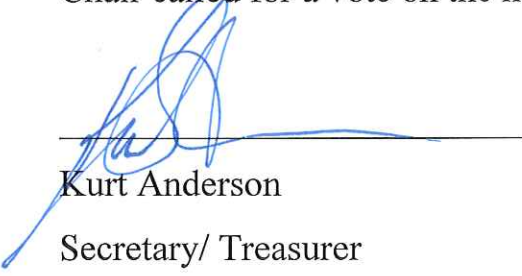
“I, Kurt Anderson, having been appointed to Secretary Treasurer of the Doña Ana Mutual Domestic Water Consumers Association do solemnly swear that I will support the Constitution of the United States and the constitution and laws of the State of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”

Open Discussion

Dr. Anderson summarized Colonias Day to Dr. Maxwell. We may have funding application issues due to the slow moving Southeast Collection Phase II project. Mr. Melton requested the Board Package attempt to be available to the Board at least one full working day before the meeting.

Adjournment

Dr. Maxwell moved to adjourn at 11:44 a.m., with a second from Mr. Hortert. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.



Kurt Anderson
Secretary/ Treasurer

2/21/2019
Date