



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, March 21, 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, Excused Absence

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Executive Director – Jennifer Horton

Legal Counsel – Josh Smith

Approval of Agenda

Dr. Maxwell moved to approve the agenda for the March 21, 2019 Regular Board Meeting as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. None was brought forward. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of March 7, 2019 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Mr. Melton requested well two be updated to 'Dona Ana well two' and on page three fully identifying the street as 'Barcelona Ridge Road'. Dr. Maxwell amended the motion to accept the changes. Dr. Anderson seconded the motion. The Chair called for a vote on the amended 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. Mr. Stull seconded the motion. The Chair called for discussion of the motion. Ms. Horton advised we have eighteen (18) names on the first page; thirteen (13) are new members and we have seven (7) new meters. The second page shows our new membership from West Mesa at thirty-five (35). There are currently fifty-three (53) outstanding applications out of a total of one hundred and twelve possible connections. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Customer Issues and Public Input

Marty Pillar approached the Board on behalf of Renegade Construction regarding the newly adopted Water Rights Resolution. Renegade is in the final stages of review for their plan set for Elks View Estate. The plans were submitted on November 2nd, 2018 under the old policy that charged a water rights fee. They received their approval on March 5th, 2019 and that is when they were first notified of the newly adopted Water Rights Resolution in lieu of the fee. Mr. Pillar and Renegade request the Board consider waiving the new resolution as this subdivision's review phase was nearly complete and obtaining water rights takes a considerable amount of time. Ms. Horton explained when

the resolution was passed there were no provisions for subdivisions that were already under review. Staff concurs with this developers request. Staff believe's in this case the resolution should be waived and the developer not be forced to provide water rights as their plan set was submitted well in advance. Staff cannot make this decision; only the Board can make this decision and set provisions moving forward. There are other subdivisions that are not in the review state but have Will Serve letters. The Board would need to provide a directive to the staff. Legal agrees with waiving the resolution while establishing how to move forward for other subdivisions that are not in the review stage. Ms. Horton clarified this is the only plan set in the review stage. There are no other plans submitted that apply to this resolution. The Board agreed to waive the water rights resolution for plan sets that were already in the review stage.

Board President Report

Mr. Melton reported the wastewater treatment plant (WWTP) is on the anticipated stop work while awaiting materials. The Via Norte Project is almost complete with the new tank in the curing phase. The Radium Springs Improvement Project is progressing. Dona Ana well two is back online. Radium Springs well eleven is waiting final authorization, well nine is waiting final analysis, and well ten is in the same stage as well nine. Ms. Horton advised well ten has issues in certain stations, not throughout the entire well that are being monitored. Staff will not have a recommendation on how to proceed with the wells until we receive all results. All legal matters are pending. We had a very successful meeting with members from the West Mesa area on March 20th.

Mr. Melton inquired if staff was able to pull data off Mr. Stryker's current interim meter. Ms. Horton advised the interim meter does not have data logging capabilities. The original meter has been sent to the test farm at the manufacturer. Dr. Maxwell commented that Ms. Horton did a superb job at the West Mesa meeting.

Staff Reports

Ms. Horton summarized the reports from customer service, operations, and financials. We expect the stop work at the WWTP to finalize in April. The Via Norte Project should also be complete mid-April. Radium Springs is in the early stages of scheduling when we will cut over to the new lines. The booster station should be here in April with the concrete pad being poured now. The wells in Radium Springs are a challenge at this time and are waiting on water quality samples to return. The data will determine if we have to put a treatment process in place with a filtration system. Southeast Collection is almost complete. The constructor is in the process of flushing the lines and a small portion of pavement is set to begin on Friday. We have sent requests for the bulk of the paving to outside contractors. We are approaching the bidding time for the next phase of Southeast Collection. We should see this go out to bid in May. Ms. Horton attended the Colonias Board meeting in TOC on March 20th to present our funding requests. Additionally, our two grant application requests for Asset Management and a Master Plan have been submitted to NMFA. If this moves on to the NMFA Board then we will make a presentation and discuss the projects further. We are up for review on our banking firm contract. We will be soliciting proposals to give banks in our area a review and if there is a need for a change, we will bring the proposals to the Board. The last item is our current credit card processing company is no longer being supported through our software company. The company that will begin interfacing with our software is an all in one entity that would allow for telephone payments, hold the liability, and data on an outside server. We currently accept in-house, over the phone payments that have a lot of room for human error. This new company would allow around the clock payments at any time of day. There is a surcharge that for the time being we may absorb as a customer service; however we are in the review phase. An automated payment system would also open our staff's availability for actual customer needs. The Board expressed concerns with ensuring the right cut off times and ensuring the software coincides with our

policies. Ms. Horton will begin the process for reviewing banks and the data for the automated payment system.

New Business

None

Unfinished Business

Dr. Anderson moved to approve Resolution 2019-07 Budget Adjustment; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Ms. Horton explained this is to adjust our budget as our projects have moved along faster than anticipated. This adjustment is so we do not exceed our total budgeted expenditures or revenue per state regulation requirements. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Closed Session:

Dr. Anderson moved to enter Closed Session; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. None was brought forward. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

As authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8), the following portion of the Board Meeting will be conducted in closed session:

- a. Personnel Matters – Jennifer Horton

Take action, if any, on Closed Session items

At 10:18 a.m. Dr. Anderson moved to exit Closed Session and enter Open Session. Dr. Maxwell seconded the motion. The Chair called for discussion of the motion. None

was brought forward. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

At 10:19 a.m. Mr. Melton stated as authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8), the following portion of the Board Meeting was conducted in Closed Session:

a. Personnel Matters – Jennifer Horton

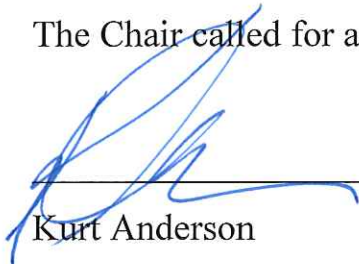
Mr. Melton stated as a result of the discussion held in Closed Session, we do not need to take action.

Open Discussion

None

Adjournment

Dr. Maxwell moved to adjourn at 10:20 a.m., with a second from Dr. Anderson. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.



Kurt Anderson
Secretary/ Treasurer

5/2/2019
Date