



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, June 6, 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, Excused Absence

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel – Josh Smith

Members of the Public – Wes Koerpeg, David Ballard, Samantha Barncastle-Salopek

Approval of Agenda

Dr. Maxwell moved to approve the agenda for the June 6, 2019 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 move Item Three in Unfinished Business to directly after Customer Input. This would allow us to address the public that is here for this item as the Staff Reports will take some time today. Dr. Maxwell amended his motion to accept the change. Mr. Stull seconded the motion. The Chair called for a vote on the amended motion. The motion carried by roll call vote 3-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of May 16, 2019 as presented; 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 minutes; the motion carried by roll call vote 3-0.

New Members & New Meters

Dr. Maxwell 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. We have thirteen (13) names on the list; twelve (12) are new members. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Customer Issues and Public Input

None

Unfinished Business Item Three

Dr. Maxwell moved to approve the Amended Resolution 2019-04 Water Rights. Mr. Stull seconded the motion. The Chair called for discussion from the public first and then the Board will respond. Mrs. Samantha Barncastle-Salopek expressed many thanks and appreciation for the changes made to the water rights policy. The cooperative effort lays a solid foundation for the future. Mr. Wes Koerpeg from KT Engineering also expressed appreciation for the changes made. Mr. Smith explained all changes have been addressed, and all subdivisions are subject to this policy, while following Dona Ana County policies that currently have certain allowances for familial splits. There are specific guidelines the County has defined for that particular occurrence. Dr. Maxwell expressed concerns regarding the word 'shall' in paragraph two. He requested we review our water rights fee to ensure we are abiding by the fair market value. Mr. Melton agreed we can look into the

fair market value while approving this resolution to continue moving forward. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Board President Report

Mr. Melton reported he has been addressing personal items the last few weeks.

Staff Reports

Ms. Horton advised we are progressing in Radium Springs, with about ninety-percent of the piping laid. The construction on the wells are the final remaining large items. The well driller and the contractor are in negotiations. We are looking at November for final completion. Once the new wells are online we will have to drain the Indian Tank in order to complete the final connections. The Soldier Tank has already been connected to the new lines. Well eleven and fifteen continue to be reviewed in Massachusetts. Challenges and delays of this nature are expected from government agencies. Southeast Collection Phase II is in the final documentation stages. Renegade Construction will be here the third week of June to pave El Camino Real at the latest, however we are hoping for next week. They were available sooner, however Dona Ana County would not authorize weekend work. We have had J-29 attending to El Camino Real with additional road signs and watering the road. Their signs have been vandalized with graffiti while we wait for pavement. Phase III of Southeast Collection will go out to bid in mid-June and there is a requirement of having at least three thousand linear feet of vacuum sewer experience. The Via Norte Project is also in the final paperwork stages. The WWTP work continues, with materials arriving for the larger appurtenances. We are fully staffed in Operations; we have one open position in Customer Service. Subdivisions are progressing quickly.

New Business

None

Unfinished Business

Dr. Maxwell moved to approve Resolution 2019-08 Rate Increase. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton advised this follows the rate study we had conducted from Carl Brown a few years ago with a three-and-one-half percent increase on water and three-percent increase on wastewater. We review small, incremental increases annually to have less of an impact on the community in lieu of a large jump every so many years. The rate study is normally completed every five years. The changes will go into effect at the start of the Fiscal Year, July first. Dr. Maxwell inquired as to where we stand for rates compared to other Mutual Domestic Companies. Ms. Horton advised it depends on the area of the State we look at. For entities of similar size, we are about average; however, compared to a smaller system our rates are higher; compared to a system up north we are lower on the rate scale. The water systems are all listed online in a database at the Environment Department. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-09 Customer Policies; Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton clarified there are very few changes. The meter testing fee needs to be reviewed. The Board had previously discussed the potential for sending a water meter to the manufacturer's test farm in lieu of having the accuracy meter testing conducted at NMSU by the local third party. Ms. Horton advised the manufacturer does not allow farm testing for customer meters; the manufacturer testing procedure is similar to the third party here. The manufacturer only allows batch meters to be tested on the farm; not customer meters. The only difference in the accuracy testing is the pricing. All testing follows the AWWA standards. The Board opted to continue having the meter tested locally to keep the lower testing fee. The fire flow testing procedure has been updated to include the water usage, and the newly adopted water rights policy has been added to the policy handbook. There are no further changes to the policy handbook.

Dr. Maxwell amended his motion to keep the current meter testing procedure local; Mr. Stull seconded the motion. The Chair called for a vote on the amended motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-10 10% Match for Colonias Infrastructure Fund 4910. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton explained this is the matching component for the planning and design phase for the rehab of the Dona Ana Village force main and vacuum station. The total match is twenty-two-thousand-five-hundred dollars and is required to be utilized under materials or cash into the project. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve Resolution 2019-11 10% Match for Colonias Infrastructure Fund 4911. The motion was seconded by Mr. Stull. The Chair called for discussion. Ms. Horton advised this is the matching component for Southeast Collection Phase Four at eighty-thousand dollars, however we may have federal funds awarded at a later time. This is all construction funds, not planning and design. Dr. Maxwell is proud of how we secure eight-hundred-thousand dollars through a grant/loan combination and would like to promote this once everything is secured. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Dr. Maxwell moved to approve the Employee Handbook. Mr. Stull seconded the motion. The Chair called for discussion. Ms. Horton advised this is reviewed each year, however there are no changes this year. This is a comprehensive guide of how we govern our staff and what is expected. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

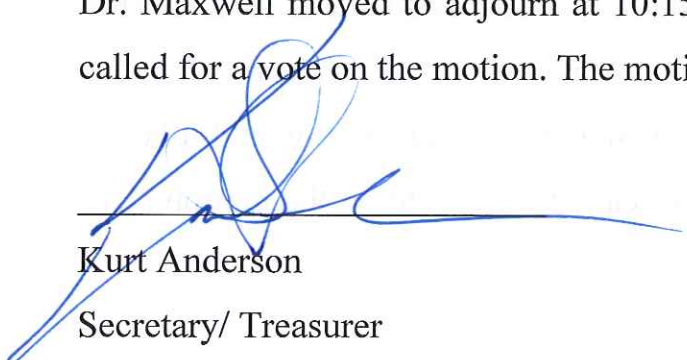
Dr. Maxwell moved to approve Task Order Two Water and Wastewater Development Standards and Specifications. The motion was seconded by Mr. Stull. The Chair called for discussion. Ms. Horton explained we have been trying to develop a standard for how we want our infrastructure built. Our draft is similar to the City of Las Cruces, with room for improvement. Once Bohannan Huston reviews this they will draft a complete set of standards that everyone from an outside contractor to our own contractors must follow. This will be a published document allowing for consistency throughout our entire system. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Open Discussion

Dr. Maxwell inquired about the open Board vacancy. Mr. Melton advised our district lines are in review to ensure we are abiding by our ten percent variance. Dr. Maxwell continues to research best practices for water conservation.

Adjournment

Dr. Maxwell moved to adjourn at 10:15 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.



Kurt Anderson
Secretary/ Treasurer

6/20/19
Date