



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 6, 2018 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 – Dr. Kurt Anderson, Present

Board Member – Dan Hortert, Present Phone Conference

Board Member – Tod Roberts, Present

A Quorum was declared

Others in Attendance:

Executive Director – Jennifer Horton

Legal Counsel – Joshua Smith

Approval of Agenda

Dr. Anderson moved to approve the agenda for the September 6, 2018 Regular Board Meeting as presented; the motion was seconded by Mr. Roberts. 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 5-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of August 2, 2018 as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. Mr. Roberts advised Mr. Maxwell is noted as the PHPOA President, however he is a Board Member. The Chair called for a vote on the motion with the updated approval item; the motion carried by roll call vote 5-0.

New Members & New Meters

Mr. Stull moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. Ms. Horton advised we have twenty-three (23) names on the list; twenty-two (22) are new members and we have one (1) new connection. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Customer Issues and Public Input

None

Board President Report

Mr. Melton advised he is going to expand his reporting to encompass updates from all departments in the Association. We received an extension on our Via Norte project to continue installing PRV's and finalize the project. Any landscape that was disturbed will be replaced once the project is complete. Both the Radium Springs rehabilitation and the Picacho Hills wastewater treatment plant (WWTP) are slated to begin construction in October. There is no new well data to report as we continue to address in house maintenance on well 16 and complete sampling for wells eleven and fifteen. Our litigation matters are still pending. Mr. Melton noted that while we maintain a willingness to attempt to meet the market for perfected water rights with reasonably early priority

dates we will not enter into a bidding contest for any specific water rights that might potentially be available. Our operations staff have received written compliments from our membership for their hard work in the field.

The Board has received two emails from concerned members. Ms. Maria Wood does not agree with the 3:00 p.m. cutoff time for payments. We have published our policies online as well as multiple times in our newsletter addressing the cutoff time. We post at 3:00 p.m. so that in the event of a glitch we can contact our software company the day of, as well as limit the amount of excessive internal costs that come from keeping staff after hours. Mr. James Le Noir has requested additional fire hydrants on his street in a small development as there is currently only a flush hydrant. The infrastructure does not exist in his area to accommodate fire hydrants at this time. Our policy is to install additional hydrants at the same time as line upgrades and extensions where we have the capability to provide fire flow. In this case the line that feeds his area is a two inch main line. A six inch line must be installed in order to accommodate fire flow. The responsibility for the installation of fire protection is the responsibility of the developer. The Association is agreeable to obtaining a ballpark estimate of what it would cost to upgrade the lines and invite the membership in Mr. Le Noir's area to approach the Board to cover this expense. We cannot justify a six inch main at this time for an area that feeds very few homes. Mr. Melton has drafted letters to each individual addressing their concerns.

The increase in staff proposed with this year's budget will address an additional manager in the field and provide sufficient personnel to begin a fire hydrant testing program. This will occur as time permits. Mr. Hortert noted he received a complaint about the fire hydrants being moved around in Picacho Hills. The hydrants are up to code; however we were required to move the line to the other side of the street which did affect the placement of the new hydrants. Picacho Hills received additional fire hydrants as we removed eight hydrants and installed eleven.

Staff Reports

Ms. Horton summarized the pumping data provided and the financial statements. The budget for this year approved three new positions for operations and an additional manager in the field. We have found an individual for the management role; however this would require a contract as he is retiring from his current post. Ms. Horton believes the contract will work out well, and she and Mr. Smith are working on a draft. We have also received the policy information for our health insurance, and rates have increased this year seventeen percent. We are considered a small group and after visiting with our broker we do have a few options. There is the option to cover a set amount or cover the entire cost this year and evaluate the set amount next year to give staff time to prepare for this change.

New Business

Unfinished Business

Dr. Anderson moved to approve the Resolution 2018 – 09 Authorizing the Match for CIF-4634 as presented; the motion was seconded by Mr. Hortert. The Chair called for discussion of the motion. Ms. Horton advised this is our third approval of this resolution, however the Colonias Infrastructure Board has awarded additional funds. This is for the second phase of Southeast Collection for sewer infrastructure in Dona Ana County. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the Resolution 2018 – 16 CIF-4634 Loan Documents as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. Ms. Horton reminded the Board this document consists of a ninety percent grant, ten percent loan, ten percent match component that accompanies the resolution that was just passed for funding for Southeast Collection. This is one of the better loans

available, however this will only cover a few streets to continue sewer lines. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the Award of Construction for Southeast Collection Phase II as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton explained this project consisted of the base bid with six alternatives. We have recommended the award include the base bid with items one and two. The award will go to Smithco as our low bidder. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the Award Paving Patch as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton advised due to the County requirements for paving this patchwork has been completed in order to maintain compliance. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the Contract 6325349 District Five Improvements as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton clarified this is for engineering services to complete the everything associated with the proposed change orders. The change orders are being reviewed by the Environment Department. This is the contract for our engineering firm only. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the Resolution 2018 – 17 Authorize Spending Limit for Executive Director as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. This is the resolution for the spending limit authorized at our budget meeting. The Chair called for a vote on the motion; the motion

carried by roll call vote 5-0.

Open Discussion

Mr. Melton inquired about our upcoming audit. Ms. Horton advised we are ready. Mr. Melton stated that in the past if we did not have action items or business to address then the Board Meeting was cancelled. The Board agreed to continue with this arrangement.

Adjournment

Dr. Anderson moved to adjourn at 10:30 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.



Kurt Anderson

Secretary/ Treasurer

10/4/2018
Date