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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, May 7, 2020 convened at 10:00 a.m. telephonically.

Call to Order & Roll Call

President Melton called the meeting to order at 10:00 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Maxwell moved to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of April 2, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell asked the minutes to reflect an addition of 2 sentences at the end of the Open Discussion. He stated it should read, "Dr. Maxwell requested to have the opportunity to review the response plan. It was agreed that he could do so by visiting the office to review a copy." There was no further discussion. Dr. Maxwell moved to approve the notes as amended with a second by Dr. Anderson. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Minutes

Dr. Anderson moved to approve the Special Board Meeting Minutes of April 28, 2020 as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Approval of New Members & New Meters

Dr. Maxwell moved to approve the New Members and New Meters as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton as she stated there were 36 names on the list, 26 were new members, 10 were existing members and 12 were new meters. There was no further discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

Mr. Hayhoe stated wanted to share an article from the New York Times on how wastewater facilities are being used to track the growth and expansion of the COVID-19 Virus. President Melton and Dr. Maxwell asked Mr. Hayhoe to share the link of the article with the Board of Directors.

Board President Report

President Melton reported there are no positive tests or any quarantines from staff as supervisors are monitoring and strongly recommending staff to be tested for the COVID-19 virus. He further stated staff has been made aware of the dangers involved and preventive measures to ensure safety and practices of good health are in order to continue to provide water and process wastewater services to the community.

President Melton advised Well 7 is progressing and will require more time for completion.

President Melton further discussed the suspension of cut-offs. He stated although the Association is currently not disconnecting service for non-payment, the fees and penalties will continue to apply.

Staff Reports

Ms. Horton stated the preventative measures implemented in April have continued to be followed and shared there are no positive cases reported. She continues to encourage the COVID-19 virus testing.

Ms. Horton shared with shorter shifts it has been challenging to deal with other agencies to get certain things accomplished, however, the staff has managed to do so.

Ms. Horton advised Well 7 is in the process of being prepped for the drillers. She mentioned the driller is currently waiting on pipe and other materials to start the process in the next 10 days. Ms. Horton stated it would take about 30 days to complete that phase, the next would be sampling and once the samples pass Well 7 will be placed online.

Ms. Horton stated over the weekend there was an issue with brown water and an alert was posted to the website. She stated it was unknown as to what occurred but stated she suspected a hydrant(s) may have been opened without knowledge and disturbed the system. She stated it had taken several days to get the system settled and advised there were several complaints, however, the staff was responsive. Red-B-Gone was provided to members to assist with stains that was deposited in toilets or bathtubs and laundry, to help remove it.

Ms. Horton discussed revenue. She stated the Association is behind on revenue collection however, it was anticipated. She stated mid-April revenue was down 60% and is currently down 30% - 40%.

Ms. Horton advised the special loans and paycheck protection programs that have been put into place during this pandemic have exempted local public bodies. She further stated, the sole income comes from what is collected in water and wastewater sales.

Ms. Horton discussed the new guidelines of a face mask is to be worn by retailers and essential businesses issued by the Governor. Ms. Horton advised 3 washable cloth masks were made for each member of staff to be worn during their shift. They have been made specifically for them as they were instructed to provide measurements.

Staff will be expected to wear them effective May 11, 2020 and be advised to wash them daily.

Ms. Horton had further discussion on the sanitation process for field staff with regards to tools and vehicles as well as the admin staff procedures.

Ms. Horton had discussion on the progress of construction. She stated Southeast Collection has secured pipe for the vacuum system and will arrive in the next couple of weeks. She stated engineers and contractors are currently working to resolve the elevation and survey issues found on the plan set.

Ms. Horton mentioned 6 of 13 easements that are necessary for some of the side roads/private roads to have sewer lines installed have been secured and would be change ordered into the contract as each road is completed with easements to utilize the Colonias Infrastructure money.

Ms. Horton advised Radium Springs is progressing as power and transformer issues are resolved. A list of lines to be cut and capped have been provided as they are waiting to be tied into to the new wells. She advised she will provide a 48-hour notice for the planned outage, if all goes as planned. Ms. Horton stated by mid-May both Wells 9 and 10 will solely be running on the new system.

Ms. Horton discussed the progression of the Wastewater Treatment Plant. She stated the by-pass pumping should take place in 2 weeks as the plates to be installed have been ordered.

Ms. Horton mentioned all 3 projects are running smoothly and making great progress. She asked if there were any questions. Dr. Maxwell addressed the cloth mask previously discussed and asked if the N-95 was inventoried. Ms. Horton stated it was not. She advised the Association uses a different mask due to the gas and liquid chlorination. She further stated the cloth mask provided was for the COVID-19 issue.

Dr. Maxwell asked when Ms. Horton thought the Wastewater Treatment Plant may come online. Ms. Horton stated final completion is anticipated for September 14, 2020.

Dr. Maxwell questioned the draining of the ponds at the golf course and asked Ms. Horton if she was aware of any issues or if it had anything to do with the Wastewater Treatment Plant. Ms. Horton stated she was not aware of any issues and it has nothing to do with the plant as the Association is compliant.

Dr. Maxwell stated he has had others ask questions in relation to the New York Times article. He asked if it was possible the virus could be in the sewage lines or the sewage plant. He also asked if it was known if the virus was treated as it runs through the system. Ms. Horton stated yes it was possible, however, it is treated and disinfected with chlorine.

Dr. Maxwell asked if anyone has considered talking to the Congressional Delegation regarding the economic impact as we are considered on a national level, essential services. Ms. Horton advised it is currently being address through New Mexico Rural Water. Dr. Maxwell asked to have any information including a Bill number provided to him.

Dr. Maxwell asked Ms. Horton if there was Board Liability Insurance and Ms. Horton answered yes, to Directors and Officers Liability Insurance. Dr. Maxwell asked how much it was for and Ms. Horton stated she would have to pull the policy to look that information up.

Mr. Stull stated he would like to congratulate Ms. Lopez and Ms. Horton on everything they have been doing and appreciated them.

President Melton addressed his concerns regarding decontamination and the proper removal of protective materials and if there were any plans to implement that process. Ms. Horton stated each person has bottles of sanitizer to sanitize regularly and are to disinfect their vehicles and tools before and after each use. Dr. Maxwell asked if we had written procedures to follow for the proper use and disposal of the PPE (Personal Protective Equipment). Ms. Horton stated there are not written procedures however, a demonstration was presented in small group meetings for each department when this all began. Instruction was given on how to wash hands, how to utilize the hand sanitizer and how, what and when to disinfect properly. Dr. Maxwell suggested a review of the procedures once more as we have now issued the mask to be worn, to ensure the procedures are understood.

Dr. Maxwell asked if we had face shields to provide operations, to protect them from direct contact and spreading of the virus. Ms. Horton advised the field staff has been issued the standard PPE since their employment began with the Association but are not currently using them as they are not mandated by the Governor. Ms. Horton, President Melton and Mr. Stull all expressed concerns of requiring field staff to wear a face mask and face shield during the rising temperatures, as other health issues may occur. Dr. Maxwell stated he would like to encourage the staff to utilize the protective

gear provided. President Melton stated he agrees with encouraging however, disagrees with mandating. President Melton continued to state the PPE has been provided and is available for staff as they have access to utilize them.

President Melton asked Ms. Horton what considerations have been taken for the disposition of the old booster equipment and booster station building in Radium Springs. Ms. Horton stated the booster station will remain, it houses the chlorination system for Wells 9 & 10, as they are not chlorinated at the well site. Once the tanks and pumps are done a proper protocol for disposals will be completed.

New Business

None

Consent Agenda

None

Unfinished Business

None

Open Discussion

Dr. Maxwell discussed the COVID-19 issues. He stated after having reviewed the emergency response plan that is currently in place, he was able to look into issues related to the COVID-19 crisis. He further stated questions previously discussed have been addressed.

Dr. Maxwell shared his SWOTS Analysis (Strength, Weakness Opportunities & Threats), an analytical tool to outline what is being done right, what problems we have, what our opportunities are and what threats we face with regards to the COVID-19 issues and the Emergency Response Plan currently in place. He continued briefly review his analysis and further stated there is time to revise and perfect procedures to protect the staff and the system. Dr. Maxwell continued his discussion on the current Emergency Response Plan with an additional concern, he addressed the potential of losing key personnel; Ms. Horton, Executive Director and the current plan listing only one other party to fall back on. He stated there should be a list of key individuals going forward. Dr. Maxwell recommended the Association adopt the non-invasive tests for staff with monitoring individual temperatures, as other essential businesses have done. He continued to state the current plan does not deal with the current crisis / pandemic and recommends an Emergency Response Plan be created to include the procedures currently adopted and include the involvement in decision making; such as the President of the Board or the Board itself. He concluded with a request to have the 3 page document previously sent out to be put into record as part of the minutes and the board agreed to do so.

President Melton stated an Emergency Response Plan is a document which is purely operational, dealing with how things are handled on a day to day basis. It is not to provide policy, however, the board does have the right to review and have discussion on it.

Ms. Horton asked the board if they believe she and her staff have not taken proper protocols when dealing with emergency provisions or various situations at the Association. Dr. Maxwell stated he has emphasized how well she and her staff have worked and reacted to the current crisis and has been fully supportive. Dr. Maxwell

further stated he was proposing there was a lack of documentation and procedurally there should be something in place that may be helpful in the future when one has to deal with this type of problem.

President Melton stated the Emergency Response Plan is the concept to respond to emergencies of what ever that may be and access and limitations are that of the Homeland Security, and should be coordinated with them. He further pointed out writing an Emergency Reponse Plan tailored to this current crisis may not be applicable to the next crisis. President Melton stated the board may provide general guidelines, however, reminded the board passed a resolution giving the Executive Director the authority to take necessary steps to statisfy requirements for day to day operations/procedures. He further stated Ms. Horton and Ms. Lopez who are aware of what is happening day to day, have been responsive and unbelievably effective, he did not feel the need to miromanage. Legal Counsel, Mr. Smith stated he was in agreement with President Melton. If there were concerns the board could issue a directive to the Executive Director and it should be voted on to avoid crossing any boundries.

Mr. Stull departed at 11:29 due to a prior engament.

Dr. Maxwell had discussion on Anthony Fauci and pandemics. He continued to state the current Emergency Response Plan does not address the global pandemic, its impact on the entire system and its continuation for operations. He asked the planning documents incoporate specifically the element of the pandemic. President Melton stated the plan should solely be constructed by operational staff as they are aware of what occurs on a day to day basis, as time is permitted. Ms. Horton stated as it was discussed in a prior meeting, it would be done under the new format. She continued

to state the training for the new format and new procedures was postponed and could not move forward until the workshop is available to receive guidance.

Dr. Maxwell inquired about the policies and budget for next year. Ms. Horton stated the policies are dealt with in June and the budget in July. Dr. Maxwell asked if there are any policy changes or proposals being considered. Ms. Horton stated she would have them available for the next meeting.

Dr. Maxwell had discussion on the Outlay funds provided by State Representative Rudy Martinez. Ms. Horton stated it may not be received. She stated she understood there was to be a special session late June to cut \$2 million and it will start with infrastructure projects.

Dr. Maxwell suggested the board go back to the 2 meetings a month and the board agreed to do so. President Melton stated they will move forward with the next board meeting to be set for May 21, 2020 at 9:00 am telephonically.

President Melton stated legal has cautioned emails and discussions among board members.

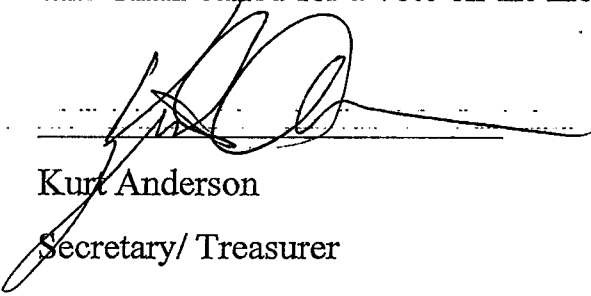
President Melton had discussion on the suspension of new meter installation during the pandemic and a letter sent by a developer for several installs. Ms. Horton stated developers are made aware of the suspension. Developers are advised there is a list they will be added to once completed paperwork and payment has been received and installs will be completed in that order. Ms. Horton asked the board, with the Association's compliance to the Governor's orders during our current crisis, if the board like for her to issues single person installs and limit the others as they will

require multiple staff members or to wait on the installs until things change. Dr. Anderson stated he felt that would be for her to decide. Ms. Horton stated the directive of no meter installs was given at a prior meeting and she will not do anything against it without a further directive. The consensus of the board was to stand by no new meter installations at this current time.

Dr. Anderson asked if there was any thought on a representative for District 3. It was suggested to have a roster for District 3 available for each board member to review.

Adjournment

Dr. Anderson motioned to adjourn at 12:01 p.m., with a second from Dr. Maxwell. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.



Kurt Anderson
Secretary/ Treasurer

6/09/20
Date