

Doña Ana Mutual Domestic Water Consumers Association Mailing Address: P.O. Box 866 • Doña Ana, NM • 88032 Physical Address: 5535 Ledesma Dr. • Las Cruces, NM 88007 (575) 526-3491 Office • (575) 526-9306 Fax

The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, September 5, 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 9:01 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 with a request of more time to read through the meeting minutes; the motion was seconded by Dr. Anderson. President Melton called for a 15-minute recess. The board returned to session at 9:17 am. Dr. Maxwell moved to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion. 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 July 18, 2019 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton with regards to several items of minor administrative changes; one (1) scan carefully and all references to Mr. Maxwell be changed to Dr. Maxwell, two (2) address Margo, Chief Procurement Officer as Ms. Lopez and (3) on page 6 change the word bust to rupture or line break. No further comments or discussion was made. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Dr. Maxwell moved to approve the Special Board Meeting Minutes of July 29, 2019 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton with regards to the same administrative changes previously discussed; all references to Mr. Maxwell be changed to Dr. Maxwell. No further discussion was made. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton discussed a comment received by an individual who was very upset that she did not receive a courtesy call prior to disconnection and the operator did not go to her door to give her the opportunity to pay them directly prior to disconnecting her meter. Ms. Horton explained, due to safety precautions and previous threats the operations staff have encountered in the past, the operators are not allowed to collect at the door. Ms. Horton continued to review the policy, past due accounts and disconnection process to the board. There was no further discussion. Mr. Melton deferred to the Executive Director for Staff Reports

Staff Reports

Ms. Horton discussed the reports.

Ms. Horton discussed the Bank Transaction Report. It was explained by Ms. Horton this is a standard report which reflects benefits, taxes, loan payments, refunds to members who have moved out of the district and payments for the month of July 2019. Ms. Horton explained it is the start of the fiscal year and everything is still rolling over. Ms. Horton asked if there were any questions regarding the Bank Transfer Report. There were no questions.

Ms. Horton continued with the Balance Sheet Report; this being a snap shot showing our current position compared to July 31, 2018. She continued to explain this report reflects the cash, inventories and accounts payables that are pending. Ms. Horton asked if there were any questions to the Balance Sheet. Ms. Horton asked if there were any questions to the balance sheet. There were no questions.

Ms. Horton discussed the Budget Report as of July 31, 2019 through the month in, 11% was collected and 10% of the revenue for the year. As of July 31st the association is in excess revenue of \$246,000.00. Ms. Horton continued to remind the board the revenues drops off during the winter months and the expenditures remain constant. The board was

made aware of the annual loan payments for June and December that are to come out at that time.

Ms. Horton proceeded to the Income Statement report. She explained that it ties back to the budget and excess revenue of \$246,000 as of July 31st. Ms. Horton asked if there were any questions on financials. There were no questions.

Ms. Horton discussed the Pumping Report of operations. The report reflected July 2019 was the second highest month. She continued to show more was pumped in July 2016. She stated Ft. Seldon's pumping data was 4.9 million for the month of July. Ms. Horton reported Picacho Hills also had a very high usage due to the additional 112 connections in West Mesa. Ms. Horton mentioned the Gallons Pumped vs Gallons Sold for July reported an 8% loss which is well below the 10% mark used by the industry.

New Business

Ms. Horton stated since the boards last meeting in July, the Smith Co. claim has been resolved and currently finalizing the pay applications. Smith Co. submitted a \$300,000.00 claim. Shortly before mediation they revised their claim to a little over \$200,000. There was about \$48,000 of legitimate change orders to be paid. Ms. Horton stated the bottom line was about \$97,000 and was very pleased with the outcome.

Ms. Horton further updated the board with the progress of the Phase III of Southeast Collection Project. Materials are ordered and bonds were submitted. Ms. Horton predicts by the end of September the project should be in construction. She reminded the board the project was awarded to Morrow Enterprises with the base bid award of \$689,791.00 and currently have 1.1 million in funding.

Ms. Horton advised the board the USDA money of \$15.4 million has officially been awarded for the Southeast Collection Project and came in much better than expected. It was expected to come in roughly with \$8 million loan and an \$8 million grant. However; it came in with an \$11.2 million grant and \$4.2 million loan. Ms. Horton expressed that this would mean more mains could be put in with the colonias funding. This results in approximately 900 connections to be paid 100%, leaving 200 homes unfunded for connections. Ms. Horton believes there would be about 150 homes out of 1100 that could qualify for USDA housing subsidies through a separate program. The program would help home owners who qualify to assist them in getting connection fees paid for at the cost of the federal government.

Ms. Horton discussed the two (2) new positions she opened to the staff per the budget. She mentioned the lead operator position; the lead position was to have a lead operator in each area to assist the field manager and help with training the new crew. This position gives the field manager and lead operator the opportunity to split the crew and take them to different locations to provide a more beneficial hands on training experience. The new lead operator position is now filled by Lawrence Lujan. Lawrence is a double 4 water/wastewater operator. Mr. Lujan came from the City as a public works inspector, spent time in the utilities and he worked in Colorado Springs and ran a crew in utilities for a few years. The staff has responded well and has great respect for Mr. Lujan and his new role. Mr. Lujan will remain in Dona Ana under Abenicio Fernandez while he continues to learn the area and further his training. George Castillo, the veteran lead operator will report to Picacho and work under Kevin Grassel, giving each field manager a lead for their area. Ms. Horton continued with the second position; the office manager. This allows all of admin to report to the office manager for the day to day functions, while alleviating those functions and freeing up time for Ms. Horton to address other matters. This position was

applied for by Ms. Lopez and one other staff member. President Melton and Ms. Horton conducted the interviews and Ms. Lopez was selected for the office manager position. Ms. Horton expressed her excitement to get Ms. Lopez trained and giving herself the opportunity to focus on other matters with future projects requiring much of her attention and time.

Dr. Maxwell inquired of the Wastewater Treatment Plant Project. Ms. Horton stated there was nothing new to report. Ms. Horton advised the project is progressing very slowly. Dr. Anderson inquired about the challenges. Ms. Horton explained trying to convert a pre-existing plant into Aero-Mod plant is the most challenging. She continued with explaining how trying to rehab and make changes has been very difficult. Ms. Horton expressed that it takes a certain skill set that she believes most engineering firms may not have. Ms. Horton advised there are weekly meetings to resolve challenges.

President Melton asked of the status on Well 11 and 15. Ms. Horton stated the Well 15 is online but does has issues with pressure. Ms. Horton advised SCADA will be down next week to re-adjust and has informed the board the well has been flushed and cleaned. Well 11 has the chlorinator being worked on due to chlorine issues and it will be ready to go soon. Dr. Anderson asked about Well 7. Ms. Horton advised Well 7 was pulled and is now back together. It is currently waiting on the round of Bac-t's and it will go back online. Well 16 was addressed as good, up and running.

Dr. Anderson mentioned the Thurston Phase II and III planning and zoning will take place September 12, 2019. Ms. Horton advised she would not be available due to her attendance at the Water Pro Conference. Ms. Horton did state she would visit with the county staff to address her concerns again and will attend the county commissions meeting following the planning and zoning meeting.

Dr. Anderson addressed the inoperative hydrant on Amapola. Ms. Horton stated it is on the list and operations have started the hydrant program in Picacho at the top and will work its way down. President Melton asked if the hydrants are being color coded at this time. Ms. Horton stated they will be color coded during fire flow testing and complete 5% of the hydrants in each zone to satisfy the ISO rating.

President Melton inquired about the subdivisions. Ms. Horton mentioned Elks View (Renegade/Lonesome Dove) is almost done. They are putting in payment and sidewalks, water lines are in and inspections have passed and is ready to go on the water side. Ms. Horton stated she believes it is about 90% complete. Ms. Horton's expectation is by early fall lots will be up for sale. The subdivision presold 42 lots, about half and believes the rest will sell very quickly.

Legends West Phase II-C is currently at Bohannan Houston under review. They are ready to break ground next week on the subdivision of 60 plus lots for gas and sewer. Ms. Horton also advised Legends West Phase III is preapproved and has approximately 175 lots and expects it early 2020 sometime after the Phase II-C.

Riverwalk is reported to have no movement.

Ms. Horton stated Bohannan Houston has a walkthrough on our behalf next week at Rancho de Gallo for the force main portion completed by Smith Co. There is still the vacuum station building and internal lines that still need to be addressed. Ms. Hortons stated the force main appears to be good and passes all the tests and ready to go. The vacuum station had some challenges and the internal lines within Rancho de Gallo are not passing vacuum or pressure tests currently. Bohannan Houston has made a

recommendation to not accept that subdivision until it has passed all its tests. Ms. Horton stated the contractor they hired cut the foundation and modified it to the vacuum station building and did not call for county inspection. Ms. Horton advised the county inspector of the modification and the inspector was unaware. Ms. Horton will require a county inspection before acceptance to remain proactive and avoid being held accountable for additional expenses to have it fixed. Dr. Maxwell asked if legal counsel had any comments. Mr. Smith stated he did not. Mr. Smith did agree not to accept it until permits are produced. Ms. Horton has asked for the permits and compaction reports on the force main, however to obtain these reports it has been quite a challenge. Ms. Horton has stated the expectations have been made very clear prior to construction in a letter and are required to produce the compaction reports by the end of the project as a condition of acceptance.

Unfinished Business

Dr. Anderson moved to approve the Approval of Resolution 2019 – 11 CIF 4910 Match as presented; Dr. Maxwell seconded the motion. The Chair called for discussion. Discussion was made by Dr. Anderson as he inquired on a date of payment. Ms. Horton stated it will go in as part of construction and paid along the way. Ms. Horton reminded the board they approved this resolution in the past, however, it was for \$80,000. Ms. Horton stated since there is a new dollar amount, a new resolution has to match that dollar amount. Ms. Horton also stated the new amount is now \$93,587. It was noted there would need to be a change to the date. The change should reflect: Approved, Adopted and Passed by the Board of Directors at the Regular Board Meeting held on September 5, 2019. Dr. Anderson moved to approve the Approval of Resolution 2019 – 11 CIF 4910 Match pending the amendment of the date from June 6, 2019 to September 5, 2019; Dr. Maxwell seconded the motion. No further discussion was made. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

President Melton called the next item on the agenda. Dr. Anderson moved to approve the Approval of the Bohannan Huston Contract as presented; Mr. Stull seconded the motion. The Chair called for discussion. Dr. Anderson addressed the typographical errors in the section: "Background Information". Ms. Horton stated she would visit with them with regards to the errors. Ms. Horton pointed out this contract is for the planning and design of the rehab for the Village of Dona Ana Lift station and Force Main. The cost proposal toward the back of the contract reflects the Project Management of \$7,500, \$38,000 for Field Surveying and Mapping, \$123,500 Engineering Design and Right-of-way Coordination at \$5,000. Ms. Horton stated the funding for Colonias Infrastructure will pay for the total of \$213,462. The Chair called for discussion. No further discussion was made. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Board Open Discussion

President Melton advised Mr. McMillen of the Rancho de Gallo has asked the Association to waive all fees; connection fees, water right fees and impact fees for the system that the Association is seeking to take ownership of. The county requires landscaping and a watering source as a requirement for the vacuum station that the Association will eventually own in approximately six months. The total fees run approximately \$4,764. The board was reminded by counsel this is the same system that has not passed any of the inspections. He also advised this is the cost of development as a business and this requirement is set by the county, regardless if the building is to be accepted by the Association at a later time. The Board of Directors agree to not waive any fees toward the Rancho de Gallo connections, water rights and fees. It was made clear until the Association accepts and owns it, the Association will pay from there on. Directives to Ms. Horton was given by the board.

President Melton called for a 5-minute recess.

Dr. Maxwell held a Water Conservation presentation. Dr. Maxwell would like to positively promote water conservation through a redesign of the website to include a tab for water conservation with options, helpful tips and programs available. Dr. Maxwell also suggested a section to be included in our newsletter, establish a kid's corner program to take place in the schools and to create conservation kits. Ms. Horton expressed the idea of Dona Ana MDWCA in social media has crossed the minds of Ms. Lopez and herself; thoughts of short videos of how-to and with the behind the scenes of our operations staff at work; to keep the public informed and educated, to encouraged them to be mindful of their water usage and share what we do. Dr. Maxwell asked to create a plan for implementing a water conservation policy and that the board revisit the issue this December. He also expressed he would like to work with Jennifer on a redesign of the website.

President Melton inquired about the apprenticeship program with Rural Water. Ms. Horton mentioned National Rural Water adopted the Sacramento State Program as their curriculum. Ms. Horton advised the board that the Association has purchased the manuals and have used them in the training program for our operators before. She continued to share how difficult the manuals are to teach out of. Ms. Horton expressed the manuals are quite extensive and are dull to read. The Sacramento manuals require multiple books to be read for different areas to be taught. She continued to share how the operators had a much easier grasp on the New Mexico Environment Department (NMED) manuals and the Ragsdale manuals, which reflected passing results. Ms. Horton stated using the apprenticeship program, their curriculum must be used, therefore, using the Sacramento manuals. Dr. Anderson asked what concerns she had with the Sacramento manuals. Ms. Horton expressed there was extensive reading involved with the use of many manuals to learn a

specific area. She continued to express with some of the operators that have been out of school for quite sometime and have been with the Association for twenty years, it has been difficult for them. It was compared; it requires three extensive volumes of the Sacramento manuals to one book from NMED and Ragsdale, each half the size of one Sacramento manual. Ms. Horton stated the apprenticeship program will require a certified instructor, and expressed it would most likely be Ms. Horton, since holds a double 4 water/wastewater license. Ms. Horton advised the board that would be a decision the Board of Directors would have to make.

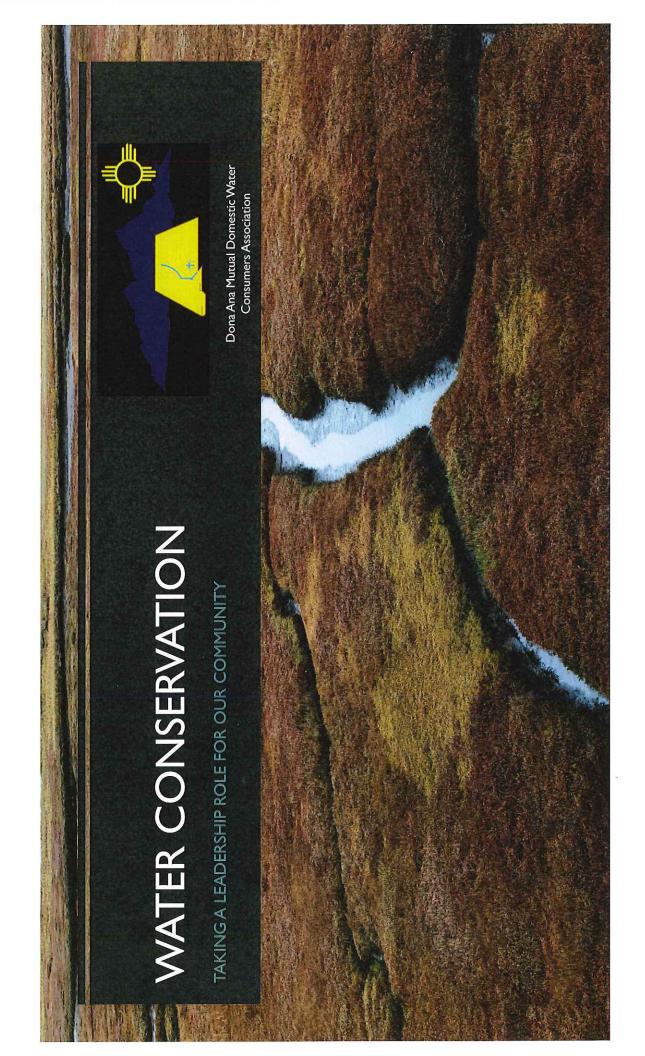
Ms. Horton also mentioned New Mexico Environment Department is currently undergoing changes to operator regulations and training credits that have not been enforced in the past. They are requiring all training credits be met 30 days prior to the exam date and be submitted with the exam application in order to be approved to test. Ms. Horton expressed this will create issues for testing. She expressed her concern on how this would impact the short schools or training events for operators prior to testing. Entities will not want to send operators to short schools or training events in other towns and then send them to Albuquerque to test. Ms. Horton expressed the convenience of being able to send the operator to one location to attend training for 3 to 4 days and then have them complete their test in the same area. Ms. Horton stated October 11, 2019 begins the first testing cycle of this enforcement. Ms. Horton also mentioned there are significant changes coming, including new operator regulations for state certification that have not yet been released to the public.

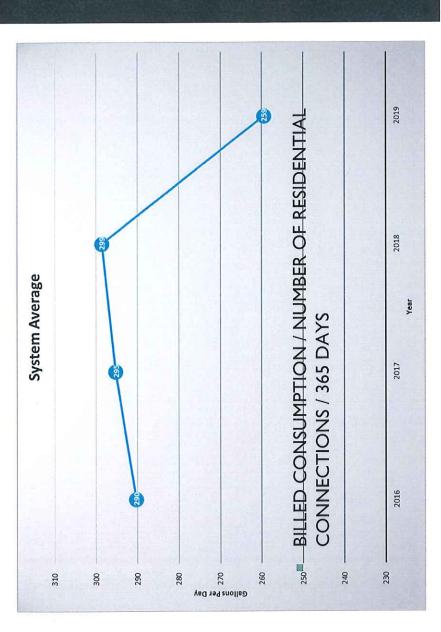
<u>Adjournment</u>

Dr. Maxwell motioned to adjourn at 11:35 a.m., with a second from Dr.	Anderson.	The
Chair called for a vote on the motion. The motion carried by roll call vote	3-0.	

Kurt Anderson

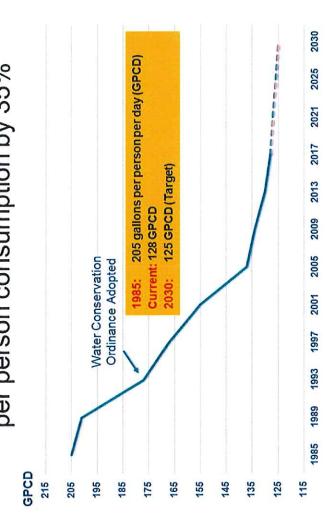
Secretary/ Treasurer





HISTORY OF OUR WATER USE

Water conservation has reduced per person consumption by 35%



EL PASO WATER UTILITIES WATER CONSUMPTION USE

CITY OF ALAMOGORDO

"Our highest per capita rate was in 1992, with a consumption rate of 261.28 gallons per capita per day (gpcd). With significant changes in how we all managed this valuable resource, consumption was reduced steadily as drought conditions worsened; and we were extremely pleased to announce our 2004 consumption rate of 121.40 gpcd". Ē

http://ci.alamogordo.nm.us/582/Water-Conservation



USING OUR WEBSITE TO COMMUNICATE ABOUT WATER CONSERVATION

PROVIDING INFORMATION ON THE WEB





Conservation helps preserve our local aquiters for future generations. It also helps we down by delaying big towestments needed for new and more experisive water supplie

rrom irrigation adjustments to fraing leaky faucets, see our tips for simple ways to conside and outside your home or business.



Home / Conservation / Indoor Tips

Indoor Tips

Reduce Home Water Use

Sign up for monthly tips and we'll send you an email with seasonal tips that will help you save water... and money!

In the Kitchen



USE A DISHWASHER

DAILY CONTAINER





THAWING FOOD



Select one glass or a refillable water bottle for your drinking water each day. This will cut down on the number of glasses to wash.

Dishwashers typically use less water than washing dishes by hand. Choose an Energy Star dishwasher and save even more water and energy.

In the Bathroom

L.











PLUG SINK TO SHAVE SHORTER SHOWERS

A 10-minute shower can use up to 25 gallons of water. Cut that in half with 5-minute showers, Plug the sink instead of running the water while you shave and save up to 300 gallons a month.

Turn off the water while you brush your teeth and save up to 200 gallons a month.

Install water-saving aerators on all of your faucets.

AERATORS

TOILET LEAKS

TAKES ADVANTAGE OF EPA WEB RESOURCES

SEPA United States Pri

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oducts in your Water Sense Take steps each day to save water and protect the environment by choosing <u>Water Sense labeled noo</u> had environment by choosing <u>Water Sense</u> home, yard, and business. <u>Learn more</u> about Water Sense and how we can all get more by using less.



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 Resources for Educators

Products in Development Spray Sprinkler Bodies

Pre-Rinse Spray Valves Irrigation Controllers

Commercial Toilets

Bathroom Faucets

How We Use Water

WaterSense for Kids

Our Water

Product Search

Water Savings Specification Overview

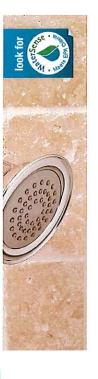












nearly 1.2 trillion gallons of water used in the United States annually just for showering, or enough to Q SEARCH PRODUCTS accounting for nearly 17 percent of residential indoor water use—for the average family, that adds up to nearly 40 gallons per day. That's Showering is one of the leading ways we use water in the home,

supply the water needs of New York and New Jersey for a year! By retrofitting your shower with a WaterSense labeled showerhead, you can save a considerable amount of this water.

INCENTIVES AND REBATES

- Explore various programs to encourage conservation
- Partner with State, Local and Private government/businesses—grants, alternative funds
- Put together conservation kits(showers, kitchens, air conditioning) and sell at cost to our members

Incentives and Rebates

Over the years, the utility has provided a variety of conservation incentive programs. Due to the huge response to the programs and the resulting decrease in consumption, the rebate programs ended in 2007.

E S E E E E E E E E E E E E E E E E E E	Program Results	Turf Replacement Rebate paid customers for replacing established grass with low-water use 11 million square feet of turf was removed. landscaping.	Cash for your Commode offered an incentive to customers who replaced higher-flow toilets say 700 toilets were replaced.	Free low-flow showerheads were offered in 179,000 water-efficient showerheads were collaboration with El Paso Electric distributed.	Clothes washing machine rebates were offered to those who moved to more water-replaced. replaced.	Central refrigerated air system rebate was
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In 2010, in partnership with the City's Sustainability Department and funded by a federal stimulus grant, the utility brought back the Clothes Washing Machine Rebate. The utility processed a total of 1,110 washing machine rebates under this program.

in 2012, the utility reintroduced a program to distribute free low-flow showerheads to its customers. More than 140,000 showerheads were distributed as part of this program.

EL PASO'S * MANDATORY WATERING SCHEDULE

- Seasonal Watering Schedule (April through September)
- Alternate Days for Watering/ restricted times
- Based on Home Addresses (Even / Odd)
- No watering on Mondays
- Hand watering unrestricted

*Alamogordo has similar mandatory restrictions

Home / Conservation / Conservation Ordinance

Conservation Ordinance

With finite water resources and a growing population, El Paso began an aggressive water conservation program in 1991. The City Council adopted the Water Conservation Ordinance in that year that makes wasting water a violation.

The plumbing code was also changed to require the installation of low-flow models for all new indooi plumbing fixtures, including shower heads, faucet aerators and tollets.

Here are highlights of Water Conservation Ordinance. To see the full ordinance, click link below:

Follow a Landscape Watering Schedule



Landscaped areas can be watered up to three times a week throughout the year based on even/odd addresses. Water flowing into the streets is prohibited. Time of day restrictions are seasonal. Details:

- o residential watering on Mondays
- EVEN numbered addresses are allowed to water Tuesdays, Thursdays, or Saturdays.
- ODD numbered addresses are allowed to water Wednesdays, Fridays, or Sundays.
- Schools, parks, cemeteries, golf courses and industrial sites are allowed to water Mondays.
- Times Restrictions: From April 1 through September 30, outdoor watering is only permitted before 10:00 a.m. or after 6:00 p.m. on designated EVEN or ODD days.

VOLUNTARY WATERING SCHEDULE DURING SUMMER SEASON

- Basically the same as used by Las Cruces, El Paso and other locales but VOLUNTARY
- Promote program through website, social media, monthly newsletter
- Combine with promotions such as water conservation kits, school education programs, etc.

THINGS WE CAN DO

- Put Water Conservation at the top of our focus to the customers of DA MDWCA
- Redesign our Website
- New Water Conservation page
- Introduce a Voluntary watering schedule for residences in the summer
- Promote through media campaign—on the web site, emails and special newsletter
- Create Water Conservation kits—sell at cost
- Develop Water Conservation Plan/Goals—5 years, 10 years
- Set goal of reaching similar levels as Alamogordo, El Paso (125 gpcd)—15% reduction per year over 5 yrs
- Other
- Work with State Legislatures to promote funded conservation programs ala El Paso
- Explore Federal grant programs for water conservation support

DISCUSSION

