



Doña Ana Mutual Domestic Water Consumers Association
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The following are the minutes of the Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, December 16, 2021 convened at 9:04 a.m. via Zoom.

Call to Order & Roll Call

President Melton called the meeting to order at 9:04 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

Office Manager- Margo Lopez

Member- Jim Hayhoe

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Dr. Maxwell. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of November 18, 2021 as presented; Dr. Anderson seconded. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

Mr. Hayhoe discussed his water leak and requested to have the current rate increase calculation delayed or suggested to use his 5-year average for the calculation while he works on the repair. Ms. Horton explained the process and Mr. Hayhoe understood there would be an option for a resolution by the March billing. He was advised once he has resolved his leak and notified the Association that his leak was repaired it would be looked into for any adjustments. Mr. Hayhoe further requested the board take into consideration modifying the policy with regards to the data log and its associated fee. President Melton thanked Mr. Hayhoe and advised they would take his recommendation with regards to the data log into consideration.

Board President Report

President Melton stated as of December 1st the water right holdings had not changed.

President Melton provided brief updates to some of the legal matters Mr. Smith discussed at the last board meeting, stating specific cases were still pending.

President Melton stated the Rate Study is due however, he recommended to continue with the current Rate Study and postpone any further action for a new Rate Study at this time.

President Melton discussed the Election Calendar timeline that Ms. Horton provided via email on November 24th.

President Melton stated the December newsletter announces the Annual Membership Meeting on January 26, 2022. Ms. Horton confirmed a Special Meeting would also take place to certify the election results that same day. It was inquired if the Annual Meeting would be held remotely; via Zoom or Hybrid and further discussion ensued.

Staff Reports

Ms. Horton reported on items of the financials as of October and November 2021. She reported on the October Bank Transaction Report listed all expenditures paid out to be standard. Ms. Horton clarified the larger checks paid to Bohanan Houston; for projects and New Mexico Environment Department; for the annual debt payment for the Picacho Hills projects. Ms. Horton reviewed the Budget Report with \$2.67 million in revenue, \$1.7 million in expenditures with a net difference \$944,000 in operating funds. She reported the Balance Sheet report is the current cash position as it is currently up. She further stated the funds will drop as \$258,000 will be utilized for the water rights purchased this week and wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton continued to report on the November 2021 financials. She reported on the Bank Transaction Report listed all expenditures paid out to be standard. Ms. Horton clarified the several checks paid out to Dona Ana County Treasures Office; for property tax and El Paso Electric; for a number of accounts set up with them. Ms. Horton reviewed the Budget Report with \$3.2 million in revenue, \$2 million in expenditures with a net difference \$1.2 million in operating funds. She reported the

Balance Sheet report is the current cash position as it is currently up. She wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton had no COVID related issues to report as there are no staff members quarantined for any COVID related reasons. She further stated all staff members continue to follow the mask mandate and follow the temperature and symptom check lists daily. Ms. Horton stated those entering the lobby are also required to wear a mask.

Ms. Horton provided project updates and reported on Southeast Collection System Phase 3. She stated this project is complete and the final reimbursement has been sent to the funding agency.

Ms. Horton stated the draft for the Water and Wastewater Standards has been received and is currently being reviewed internally to provide feedback. This project is to ensure all future developments and projects meet our standards and our expectations are clearly defined for developments.

Ms. Horton reported on the Dona Ana Village Lift Station and Force Main. She stated the project is complete in the design phase and has received final approval from New Mexico Environment Department Constructions Programs Bureau (NMED CPB). The project is ready to bid.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion and plans are being finalized to be sent to USDA.

Ms. Horton reported the Parking Lot Improvements final design is complete and all permits have been approved. The project is ready to bid.

Ms. Horton stated West Mesa PER has been received and the final PER is almost complete.

Ms. Horton shared the Dona Ana Water Tank Rehabilitation has been granted final approval and the funding is expected to close on December 30th. The project is expected to begin advertising this month with bid opening in mid-January and an award in early February.

Ms. Horton reported Bohannon Huston has begun the preliminary work on the Picacho Hills Sewer Main Protection study.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD was received and have completed 75% of the items in the LOC. She further stated it should be ready to submit a request for closing instruction in January.

Ms. Horton reported the Water Trust Board 5415 is scheduled to close December 30, 2021.

Ms. Horton stated Colonias Infrastructure is scheduled to close on February 25, 2022.

Ms. Horton stated she has submitted 2 applications to New Mexico Finance Authority Planning Grant to begin creating an Asset Management Plan as well as a Water Master Plan. She further stated she will continue to hold off until additional funds can be secured for the 2 planning documents.

Ms. Horton reported the developer of Vista Rancho has resubmitted phase 2 for review and stated only phase 2 is currently being reviewed as they have not submitted phase 1 and 3.

Ms. Horton shared the developer of Flemish Subdivision has resubmitted the subdivision plans for a 2nd review.

Ms. Horton reported Legends West Subdivision is 100 percent complete.

Ms. Horton wrapped up subdivisions with Westland Subdivision stating they request to subdivide 14 acres into 2 small parcels and 1 large parcel. The developer is currently working on securing water rights and finalizing utility plans for review.

Ms. Horton reported there were no operator certifications obtained this month.

Ms. Horton provided the Water Rights table as of November 30, 2021 and reported no changes from last month. She further stated this does not include the water rights currently being purchased, as they have not been closed. They will be included in the next water right table report.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 445 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project.

Ms. Horton reviewed the project budget report.

Ms. Horton shared the Customer Service Report for the month of December. She reported on penalties and stated 130 accounts were disconnected. She reviewed the Billing Summary Report. She covered the number of bills sent, the water and sewer that was billed, the number of connections and total members. Ms. Horton also reviewed the Service Orders by Area report to include the number of calls and the type of service.

Ms. Horton discussed the Pumping Data. She reported 33.7 million gallons was pumped for the month of November in Dona Ana, 2.58 million gallons for Ft. Selden and 10.7 million gallons in Picacho Hills.

Ms. Horton reported on the Pump vs Sold report. She reported an overall net for the system at 12% for the month of November. She continued to explain the timing issues and how it is best to look at it as a yearly total and yearly average for a true reflection of what is going on. She further stated in the water industry a goal of 10% is what should be strived for. Ms. Horton shared various ways that water may be unaccounted for.

Ms. Horton provided a Well Data update. She reported there are no changes from the last meeting. She further stated Well 15 is currently waiting on the well driller and a rep from the valve company to meet to resolve this issue. Dr. Anderson addressed his concern regarding the static levels and Mr. Stull inquired about what it takes to get it measured. Ms. Horton explained it was a space issue and further discussion ensued.

New Business

None

Unfinished Business

Dr. Anderson moved the Approval of November 2021 New Members & New Meters; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. There was no discussion as the new report reflects all the counts. A roll call vote was taken, motion passed unanimously 4-0.

Dr. Maxwell moved the Approval of Annual Membership Meeting Agenda; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Dr. Maxwell asked if once approved the Annual Membership Meeting Agenda as presented, if it precludes having a discussion later on how the meeting will be conducted. Mr. Smith stated if there was a change as to how the meeting would be conducted the Association would simply need to comply the notice requirement. Ms. Horton clarified a 10 day notice would need to be posted to the website. Dr. Maxwell proposed to have it placed on the next agenda as Unfinished Business, to determine how the Annual Membership Meeting will be conducted and it was agreed. Mr. Smith suggested a minor change to the agenda, to reflect his new business name. There was no further discussion and a roll call vote was taken, motion passed unanimously 4-0.

Dr. Anderson moved the Approval of Board Packages to be attached as a portion of the agenda for all meetings, to be posted to the website; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Mr. Stull and further discussion ensued. There was no further discussion and a roll call vote was taken, motion did not carry by roll call vote 2-2:

Vice President – Jamie Stull; No

Secretary/Treasurer – Kurt Anderson; Yes

Board Member – Paul Maxwell; Yes


President– Jim Melton; No

Board Open Discussion

None

Adjournment

Mr. Stull motioned to adjourn at 10:22 a.m., with a second from Dr. Maxwell. The motion passed unanimously 4-0.



Kurt Anderson
Secretary/ Treasurer

2/6/22
Date