



*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 3, 2020 convened at 9:00 a.m. telephonically.

### **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 (Telephonically)

Secretary/Treasurer – Kurt Anderson, Present (Telephonically)

Board Member – Paul Maxwell, Present (Telephonically)

A Quorum was declared

### **Others in Attendance:**

Legal Counsel- Josh Smith (Telephonically)

Executive Director- Jennifer Horton (Telephonically)

Office Manager- Margo Lopez (Telephonically)

Member- Jim Hayhoe (Telephonically)

### **Approval of Agenda**

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

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of November 5, 2020 as presented; Dr. Maxwell seconded. There was suggested editorial changes to pages 4, 5 and 6. Dr. Anderson moved to approve the notes as amended, Dr. Maxwell seconded, there was no further discussion, and the motion passed unanimously by roll call vote.

## **Approval of New Members & New Meters**

Ms. Horton stated this should have been removed from the agenda.

## **Customer Issues and Public Input**

Mr. Hayhoe suggested the use of Microsoft Teams to be considered for future board meetings, as it is currently being utilized within the Association, to avoid additional costs that may result from use of Zoom.

## **Board President Report**

President Melton mentioned there was a conversation with a member who believed it was unfair for homeowners / landlords to have to pay the penalties and fees accumulated by their tenants when they are unable to pay for them or when the renter moves out. President Melton stated the Association could not forgive the penalties and fees under the current policies, regulations, and statutes.

President Melton further reported there was another individual concerned with an excessive bill and stated Ms. Horton had staff check for leaks in November. As result there were no leaks therefore, the fees were said to be paid. Dr. Anderson asked if homeowners with concerns of excessive water use could be made aware of the Data

Log. Ms. Horton stated members are offered the Data Log option, with a fee of \$50.00 plus tax.

President Melton acknowledged the entire staff for their extra efforts during this time.

### **Staff Reports**

Ms. Horton reviewed the Customer Service Report for December 2020. She reported there were \$13,162 in penalties for November to be processed on December 28, 2020. Ms. Horton stated there were no disconnects, reported 4,708 in total membership and 6,087 connections.

Ms. Horton commented on the Billing Summary Report. She stated there were 5,965 bills sent out, \$246,832 billed for water, \$52,794 billed for sewer with 5,891 active accounts and 4,708 members.

Ms. Horton discussed the Gallons Pumped vs Gallons Sold Report. She mentioned there was a 10% loss and reported it was up slightly by 6%. She thought it was due to some excess flushing but would visit with the field manager to confirm. Ms. Horton stated the pumping for the month of October reflected Dona Ana pumped 48.8 million gallons, Ft. Selden pumped 5.6 million gallons and Picacho Hills pumped 12.9 million gallons.

Ms. Horton advised the board there are 4 vacancies in operations and interviews have been conducted this week, in hopes to get those positions filled.

Ms. Horton discussed the financials. She explained the Bank Transaction Report was for the month of October, as it was not reviewed in November. She mentioned there

were checks for Souder Miller for the projects finishing up construction, loan payments for NMFA, a larger check to File Construction for Radium Springs and another large check to Bohannon Houston are for the design of Southeast Collection which will be reimbursed from USDA at closing.

Ms. Horton reviewed the Budget Report. She reported through the end of October there was revenue of \$2.5 million and expenditures of \$1.5 million with a net difference of \$740,000 between revenue and expenditures.

Ms. Horton stated the Balance Sheet Report is a snapshot as of October 31<sup>st</sup> of our current cash position up.

Ms. Horton wrapped up the financials with the Income Statement Report. She stated this report ties back to the Budget Report with a net difference between revenue and expenditures of \$740,000 from all funds.

Ms. Horton discussed projects. She stated the sewer plant had a final walk-through last week. She further stated SCADA is near completion and is working on getting the final payment ready to close out the project.

Ms. Horton stated Radium Springs is waiting on El Paso Electric. She stated she was advised by the end of next week the new electric meter should be installed and ready to get Well 9 online. She reported SCADA should be up and running this week and by Christmas the project should be ready for final payment and closed out as well.

Ms. Horton reported Southeast Collection is working on finding options through change orders to utilize the remainder of the money. She further stated funds will most- likely be reverted however, she does not know how much.

Ms. Horton shared the PER is finished for the Dona Ana Village System and moving into design. She further stated 95% completion on the rehab of the tanks has been reached for design.

Ms. Horton advised she will bring contracts for the board to review within the next two meetings to allow Bohannon Houston to start on the planning for West Mesa and the Picacho Hills Arroyo.

Mr. Stull inquired about the possibilities of sewer for the San Ysidro area. Ms. Horton stated there are several sewer projects sitting on the ICIP list. She stated funding needs to be secured and it can be difficult to obtain therefore, the sewer projects need to be completed in phases.

Dr. Maxwell asked Ms. Horton if she is combining the West Mesa and the Picacho Hills Arroyo project. Ms. Horton stated they are two separate projects. She also clarified the planning contract is for the engineer to start on the PER and once the PER is complete then there is another contract to begin design.

President Melton asked if there was any movement on Well 7A. Ms. Horton stated she had not followed up with the driller as she had been out of the office. She stated she would follow up and provide information at the next meeting.

Dr. Anderson asked for an update on staff health issues. Ms. Horton advised staff is well and had no one out on quarantine.

### **New Business**

None

### **Unfinished Business**

Dr. Maxwell motioned to open discussion for the Approval of Video Conferencing for Board Meetings as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton. President Melton stated Ms. Horton has looked at the levels of security within Zoom. Ms. Horton stated Zoom Government has the higher security level, however, it cost \$300 per month for each month it is utilized. Ms. Horton also shared some of the issues and challenges with Microsoft Teams and further discussion ensued. Dr. Anderson motioned to adopt the Approval of Video Conferencing for Board Meetings as a trial on Zoom for 6 months, with the limited security version proposed by Dr. Maxwell, or once in person board meetings can resume, whichever comes first. There was no further discussion, and a roll call vote was taken with results as follows:

Mr. Stull- Yes

Dr. Anderson- Yes

Dr. Maxwell- Yes

President Melton- No

Motion- Passed, 3-Yes, 1- No

Dr. Maxwell motioned to open discussion for the Approval of Pay Scale Adjustment as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. Ms. Horton discussed what other cities and counties have done to adjust the minimum wages above federal minimum

wage. She further stated the state has done the same. She shared the ranges in which minimum wage will go up from January of 2020 through January 2023. Ms. Horton suggested increasing the pay scale all at once rather than incremental adjustments each year. Ms. Horton requested moving the pay scale across the board at a \$4.50 increase to the current hourly rate to retain employees, to stay competitive and to make vacancies more attractive for potential new hires, and further discussion ensued. Dr. Anderson departed at 10:16 a.m. from the meeting. Mr. Stull and Dr. Maxwell agreed with the request of Ms. Horton and with her suggestion of doing it all at once instead of incrementally, as it will need to be done eventually. President Melton stated he was also in support. Dr. Maxwell motioned to adopt the Approval of the Pay Scale Adjustment requested by the Executive Director effective on this next pay period; the motion was seconded by Mr. Stull. There was no further discussion, and the motion passed unanimously 3-0.

### **Open Discussion**

Dr. Maxwell mentioned he visited with State Representative, Rudy Martinez and expressed his concerns with the membership who are having issues paying their utilities due to the pandemic. He suggested seeking funds that would be available to our membership through grants. Dr. Maxwell suggested including any grant available sites on our billing statements, on our website and newsletter. Ms. Horton advised our November newsletter provided the county website for funds available under the Cares Act for members to apply. She further stated she is working on a list to send letters to members with accounts in arrears to provide them contact information for assistance.

Dr. Maxwell suggested going back to one board meeting a month during the pandemic for the next 2 months. Ms. Horton mentioned she may have two contracts for the next meeting scheduled on the 17th of this month.

**Adjournment**

Dr. Maxwell motioned to adjourn at 10:46 a.m., with a second from Mr. Stull. The motion passed unanimously 3-0.



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Kurt Anderson

Secretary/ Treasurer

1/09/21  
Date