



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, February 17, 2022 convened at 9:00 a.m. via Zoom.

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 via Zoom

Secretary/Treasurer – Kurt Anderson, Present via Zoom

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith via Zoom

Executive Director- Jennifer Horton via Zoom

Office Manager- Margo Lopez via Zoom

Member- Brian Clouse via Zoom

Member- Clayton Berryman via Zoom

Member- Jim Hayhoe Arrived at 9:02 a.m. via Zoom

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Stull. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of January 20, 2022 as presented; Mr. Stull seconded. There were suggested editorial changes. Dr. Anderson moved to approve the minutes as amended, Mr. Stull seconded, there was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Jim Hayhoe arrived at 9:02 a.m.

Dr. Anderson moved to approve the Special Board Meeting Minutes of January 26, 2022 as presented; Mr. Stull seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Dr. Anderson moved to approve the Special Board Meeting Minutes of February 4, 2022 as presented; Mr. Stull seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Customer Issues and Public Input

Mr. Jim Hayhoe asked Ms. Horton if she would provide the completion date for the Picacho Hills Arroyos PER during her staff report. Ms. Horton stated she would provide the anticipated date.

Board President Report

President Melton stated he had a conversation with Ms. Horton regarding COVID and it is mitigating itself with the passing of time.

President Melton reported there was an interruption of operations yesterday due to the power outage. The server was affected, and IT support was not able to get the connection back up until the close of business. Further discussion ensued.

President Melton stated in the previous reports the homes that are eligible for connection to the final phase of Southeast Collection (sewer connection) have been identified. 445 members have committed to connect. He expressed concern about the range in connections from 1,100 down to 600 as it is a wide span.

Staff Reports

Ms. Horton reported she will provide financials for January 2022 at the next regular meeting.

Ms. Horton reported currently there are no staff members quarantined for COVID related reasons.

Ms. Horton provided project updates. She stated the Water and Wastewater Standards draft has been received and it is being reviewed internally to provide feedback to Bohannon Houston.

Ms. Horton reported the Dona Ana Village Lift Station and Force Main is in the bidding phase with a bid scheduled for opening on February 28, 2022.

Ms. Horton shared the Southeast Collection Final Phase design is 95% complete and plans should be sent to USDA within 30 days for final approval.

Ms. Horton stated the Parking Lot Improvement project is currently in the bidding phase with bid opening at 1:00 p.m. on February 28, 2022.

Ms. Horton reported West Mesa PER is complete and has been submitted to NMED for final approval.

Ms. Horton stated the Dona Ana Tank Rehabilitation project had the bid opening on February 8, 2022. The bids were opened and the bid recommendation for approval is on today's agenda for D & R Tank Company. She further stated all 4 tanks should be rehabbed inside and out with the current funding, short of finding any significant issues.

Ms. Horton shared the Picacho Hills Sewer Main Protection project study is in process and scheduled to have a draft submitted to the Association on the 21st of March. Once reviewed it will be forwarded to the Environment Department for final approval.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD (Southeast Collection) was received and have completed 75% of the items in the LOC and should be ready to submit for closing instruction in February.

Ms. Horton reported on the Water Trust Board 5415 (Water Tank Rehab). She believes there will be sufficient funding to complete all phases that were bid.

Ms. Horton stated Colonias Infrastructure (DA Village Lift Station) funding action is closed and the bid opening is scheduled on February 28, 2022.

Ms. Horton reported 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 provided and reviewed a Funding Report on the current funding.

Ms. Horton reported Vista Rancho's (along Taylor Rd) developer has submitted phase 2 for review and has been reviewed with comments sent back. They have been encouraged to submit phases 1 and 3 since they all interconnect and the wastewater side is difficult to review without them.

Ms. Horton shared the Flemish Subdivision will contain 87 lots in Picacho Hills. She reported the second round of comments will be sent back next week and once resolved they should move into construction.

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 has secured water rights and have submitted the construction plans along with submittals for materials. It is currently in review.

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

Ms. Horton provided the Water Rights table as of January 31, 2021 and reported no additions since December.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 449 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project. Ms. Horton addressed President Melton's inquiry regarding the total connection for the Southeast Collection (sewer connection). She stated the prior engineering firm stated 1,100. Ms. Horton continued to say the current engineering firm could not produce 1,100, however they said 600 to 650. Ms. Horton stated she suspected the difference is the prior

engineering firm considered vacant land in the vicinity of this project and what it could potentially subdivide into, putting it closer to the 1,100. If you look at what is current and built now, it would be closer to the 600 to 650.

Ms. Horton shared the Customer Service Report for the month of January. She reported 108 accounts out of 6,200 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 advised the office has reopened to the public after the temporary closure due to the rise in COVID cases.

Ms. Horton discussed the Pumping Data. She reported 28.7 million gallons was pumped for the month of January in Dona Ana, 2.25 million gallons for Ft. Selden and 8.89 million gallons in Picacho Hills.

Ms. Horton reported on the Pump vs Sold report. She reported 39.4 million gallons pumped and 34.2 million gallons sold with a net loss of 13% system wide and 12% overall. Ms. Horton also stated Picacho Hills appears to have the highest loss ratio. She further stated there is a line under investigation and it been cut and capped.

Ms. Horton reported on the Well Data Update. She shared the report now reflects the static levels. She reminded the board one was previously rented to ensure it would fit and now one will be purchased to allow us to report on the static and drawdown levels.

President Melton asked the board if they would like to begin the practice of accepting the reports and have them included as a portion of the official documentation of this meeting. The board agreed to wait and address it at a later date.

Unfinished Business

Dr. Anderson moved the Approval of December 2021 New Member New Meters; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion as the report reflects all the counts. A roll call vote was taken, motion passed unanimously 3-0.

Dr. Anderson moved the Approval of January 2022 New Member New Meters; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion as the report reflects all the counts. A roll call vote was taken, motion passed unanimously 3-0.

Mr. Stull moved the Approval of Award for the Dona Ana Tank Project; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this is the award recommendation by Bohannon Houston. They recommend the award to D & R Tank Company for \$2,444,329. This includes the base bid and bid alternatives 1 & 2. With the sufficient funding totaling \$2.75 million this should complete all phases of the project, short of finding any significant issues. There was no further discussion and a roll call vote was taken, motion passed unanimously 3-0.

Mr. Brian Clouse and Mr. Clayton Berryman expressed their interest to be considered for board members in District 4 and 5. Mr. Clouse was interviewed for

District 4. Following the interview of Mr. Clouse at 10:00 a.m. a 5-minute recess took place. At 10:05 a.m. Mr. Berryman was interviewed for District 5.

Dr. Anderson moved the Approval to Appoint Mr. Brian Clouse to District 4 as Board Member Representative, to serve a 2 year term to the end January 2024; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no further discussion and a roll call vote was taken, motion passed unanimously 3-0.

Dr. Anderson moved the Approval to Appoint Mr. Clayton Berryman to District 5 as Board Member Representative, to serve a 2 year term to the end January 2024; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no further discussion and a roll call vote was taken, motion passed unanimously 3-0.

Dr. Anderson moved the Approval to Accept FY 2021 Annual Audit; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton reminded this is for the fiscal year, July 1st thru June 30, 2021. Ms. Horton stated the audit was due to the State Auditor by December 15th and it was accepted and approved. Ms. Horton provided a copy and reviewed the financials of the audit. There was no further discussion and a roll call vote was taken, motion passed unanimously 3-0.

Board Open Discussion

Dr. Anderson requested an update on the status of the 3 hydrants. He stated one was out of operation, one is missing on Amarillo del Sol and the other on Mirasol is leaking internally at the pressure gauge as well as from the seal at the bottom plate.

Dr. Anderson inquired about what needed to be in the document of the Water and Wastewater Standards and Ms. Horton clarified.

Adjournment

Mr. Stull motioned to adjourn at 10:34 a.m., with a second from Dr. Anderson. The motion passed unanimously 3-0.



Kurt Anderson
Secretary/ Treasurer

3/3/22
Date