



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 Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, January 20, 2022 convened at 9:02 a.m. via Zoom.

Call to Order & Roll Call

President Melton called the meeting to order at 9:02 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Arrived at 9:07 a.m.

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Support Specialist- Nicholas Rhodes

Approval of Agenda

Dr. Maxwell 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. Maxwell moved to approve the Regular Board Meeting Minutes of January 6, 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

None

Board President Report

President Melton stated the invitations to bid that are currently out will be closing within the next 45 days or less. He further stated this would give a better picture of any reassessment for the allocation of fiscal assets.

President Melton reported staff strives to provide equal service and maintains serving our members during this trying time. He continued to share our staff is maintaining services while our lobby is closed and encourages members to take advantage of the online services provided and the use of the drive thru window. He further stated other area utilities have also been affected.

President Melton reminded the Election closes on the 24th of January with one candidate for one of three positions open.

Dr. Anderson joined the meeting at 9:07 am.

President Melton stated the legal matters previously pending have had no further action to report on.

President Melton shared there is no added information to update on the Well Data.

Dr. Anderson inquired about the fire hydrant on Amarillo Del Sol and a second hydrant on Mirasol Drive and La Paloma St. Ms. Horton stated the hydrant on Amarillo Del Sol is scheduled to be repaired as the valve is broken. She continued to share that hydrant with the pressure gage is being used to monitor the pressure in the area, because adjustments have been made and further monitoring is needed to determine if a pressure reducing valve may be needed.

Staff Reports

Ms. Horton reported on financials as of December 31, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard. She further stated the large check for \$258,400 was for the purchase of the water rights, a check issued to Morrow Enterprise for the completion of Phase 3 of Southeast Collection and a debit payment to NM Environment Department. Ms. Horton reviewed the Budget Report with \$3.7 million in revenue, \$2.8 million in expenditures with a net difference \$926,000. She reported the Balance Sheet report on the current cash position and reminded, we are ½ way through the fiscal year when revenue slows down and wrapped up the financials with the Income Statement as it ties back to the Budget Report. For more detailed information refer to the attached reports.

Ms. Horton reported 3 staff members are quarantined; all pending test results and further stated since the start of the pandemic 9 employees tested positive for COVID. She shared within a brief time staff has been impacted by COVID and therefore, the lobby was set to close temporarily with a weekly review to determine any further extensions to the closure. Ms. Horton reviewed the COVID emergency procedures. Dr. Maxwell recommended to provide N95 masks to the staff.

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 Bohannan 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 and the plans will be forwarded to DC for closing instructions.

Ms. Horton stated the Parking Lot Improvement project is currently in the bidding phase with bid opening February 17, 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 is currently in the bidding phase with bid opening scheduled for February 8, 2022.

Ms. Horton shared the Picacho Hills Sewer Main Protection project study is in process.

Ms. Horton stated the Dona Ana Village Lift Station, and the Dona Ana Tank Rehab project are projected to be over budget. She stated the tank project will be in excess of a million dollars due to the price of steel. The Dona Ana Village Lift Station is projected to be over budget by \$500,000. The plan for these is while in the Colonias

funding cycle she would like to get the bid tabulations in and secure the funds needed before closing out the funding applications. Ms. Horton further stated there will be several applications submitted this cycle as she was made aware that this is the highest funding dollars Colonias Infrastructure has ever had made available by project and not by entity.

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 the Water Trust Board 5415 (Water Tank Rehab) funding action is closed and the project has proceeded to the bidding phase.

Ms. Horton stated Colonias Infrastructure (DA Village Lift Station) is scheduled to close on February 25, 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 developer has resubmitted phase 2 for review and are currently only reviewing that phase.

Ms. Horton shared the Flemish Subdivision will contain 87 lots in Picacho Hills. She reported the developer has resubmitted the subdivision for review.

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 December 31, 2021 and reported the recent water rights purchased are reflected on the 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 shared the Customer Service Report for the month of December. She reported 104 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 million gallons was pumped for the month of December in Dona Ana, 2.5 million gallons for Ft. Selden and 10.2 million gallons in Picacho Hills.

Ms. Horton reported on the Pump vs Sold report. She reported 74.2 million gallons pumped and 63.7 million gallons sold with a net loss of 12%. Ms. Horton also stated she did not receive a report from Operations with regards to flushing and breaks to report on the water loss.

Ms. Horton reported on the Well Data Update. She reported Well 5, 7, 15, and 11 are inactive. She reported the wiring and valve issues at well 15 are resolved. However, she stated there is a programming issue with the rotation in Well 15. She stated it is scheduled to be serviced next week. Well 11 is waiting on the chlorination parts which are out approximately 4-5 weeks. Ms. Horton reported Well 5 is waiting on a sand separator and Well 7 she stated she has addressed questions regarding the blending report from the Environment Department.

Ms. Horton shared Nicholas, our Support Specialist is assisting in finding new equipment to take the static level measurements Dr. Anderson has inquired about. She stated he is looking into an Ultra Sonic device and a smaller sensor head as the one we currently have is too big and gets stuck.

New Business

Ms. Horton introduced the New District Maps. She reviewed and explained the districts are within the allowed 10% of each other and discussed the adjustments made to each of the boundaries. Ms. Horton stated with the shift in boundaries Mr. Stull was moved out of District 4 into District 3, leaving a vacancy in each District 4 and 5. Ms. Horton further stated these maps will be brought to the next meeting for approval.

Ms. Horton stated the next meeting to be scheduled will be a Special Meeting on January 26, 2022 at 1:00 p.m. to certify the election results, approve the new district

maps, appoint Mr. Stull as District 3 Representative, have the newly elected District Representatives take the Oath of Office, and induct the Election of Officers who will also take the Oath of Office at that time.

Unfinished Business

Dr. Anderson moved the Approval of Resolution 2022 - 02 - CIF 5523 Grant / Loan Documents; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton initiated the discussion. She stated this is for the Dona Ana Village Lift Station and Force Main project that is currently in bidding. She further stated it is for \$2.9 million; 10% loan, 90% grant and a 10% match. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

Mr. Stull moved the Approval of Resolution 2022 - 03 Property Disposition Under \$5,000; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Ms. Horton initiated the discussion. Ms. Horton stated to send items such as these to a scrap yard it is required to obtain a resolution and 3 price quotes for a price per pound to dispose of obsolete, broken, and non-repairable items. She further explained the process if approved the resolution will be sent to the Department of Finance and Administration to review within 30 days and then it will be awarded to the highest bidder of the 3 quotes obtained. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

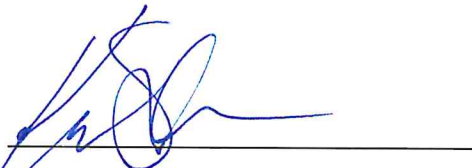
Board Open Discussion

Mr. Stull wished Dr. Maxwell a farewell and President Melton thanked Dr. Maxwell for his time and wished him well on his future endeavors. Dr. Maxwell wished the board and the Association good luck going forward.

Dr. Maxwell recommended to have the N95 masks purchased and provided to the staff and the board agreed.

Adjournment

Mr. Stull motioned to adjourn at 10:05 a.m., with a second from Dr. Anderson. The motion passed unanimously 4-0.



Kurt Anderson
Secretary/ Treasurer

3/3/22
Date