



*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, January 7, 2021 convened at 9:01 a.m. via Zoom.

### **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 (Zoom)

Secretary/Treasurer – Kurt Anderson, Present (Zoom)

Board Member – Paul Maxwell, Present (Zoom)

A Quorum was declared

### **Others in Attendance:**

Legal Counsel- Josh Smith (Zoom)

Executive Director- Jennifer Horton (Zoom)

Office Manager- Margo Lopez (Zoom)

### **Approval of Agenda**

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

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of December 17, 2020 as presented; Dr. Maxwell seconded. There was minor editorial changes. 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 4-0.

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

Dr. Maxwell moved approval the New Members and New Meters as presented; Dr. Anderson seconded; discussion provided the following information:

Names on the list – 11

New Members – 11

New Meters – 0

Existing Members – 0

A roll call vote was taken, motion passed unanimously 4-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

None

## **Staff Reports**

Ms. Horton discussed the financials. She explained the Bank Transaction Report was the check listing for the month of November. She stated everything was standard for the month and included property taxes, which are paid once a year.

Ms. Horton reviewed the Budget Report. She reported through the end of November there was revenue just shy of \$3.1 million and expenditures of \$1.9 million with a net difference of \$1.2 million. She stated there is a net difference between revenue and expenditures of \$821,000 from all 3 funds. Ms. Horton further stated due to the pandemic, she has held back on spending anything that is not critical, as she is unaware how long the pandemic will last.

Ms. Horton stated the Balance Sheet Report is a snapshot as of November 30th of our current cash position. She reported \$1.1 million in the operating funds and reserves of \$1.7 million.

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 \$821,000 from all 3 funds.

Ms. Horton reviewed the Customer Service Report. She reported bills were sent out January 1st. There were \$13,908 in penalties for December to be processed on January 25, 2021. Ms. Horton stated there were no disconnects and reported a total of 6,112 active and inactive connections.

Ms. Horton commented on the Billing Summary Report. She stated there were 5,999 bills sent out, \$231,000 billed for water and \$51,000 billed for sewer.

Ms. Horton shared the Monthly Penalties Report. She stated \$13,908 in penalties for the month of December and reported \$106,000 for the year.

Ms. Horton stated she did not have any reports from Operations as the field manager is out. She advised she has 2/3 of field staff quarantined this week due to COVID positive test results. Ms. Horton stated they will stay home for 10 days per the CDC requirements and will return on Monday. She stated all proper notifications have been done. The Environment Department has been notified and followed the CDC recommendations of COVID cleaning upon notice of positive tests. Ms. Horton did advise under the Families 1<sup>st</sup> Act the Association is required to pay 80 hours of leave. She further stated some of the staff that have already utilized those 80 hours and will be required to use their personal sick and vacation time going forward.

Ms. Horton discussed projects. She stated the sewer plant system is complete and waiting to issue final payment.

Ms. Horton reported on Radium Springs. She stated Well 9 is up, running and waiting on Bac-T results before putting it online. She further stated they would be cutting a drain line to the tank today. Ms. Horton hopes by the end of next week a final payment will be processed.

Ms. Horton stated Southeast Collection will be heading back to construction soon. Traffic control plans arrived this morning and the county has been reviewing them. Ms. Horton stated she is waiting on information from Airvac before moving to the next phase. Ms. Horton mentioned the plan is to add some temporary units to the system to ensure everything works, to prevent spending a considerable amount of money down the road.

Ms. Horton reported the parking lot and covered storage design of the project is 95% – 98% complete. She stated final plans have been sent over to the county and waiting

on permit costs. She further stated the money is in the budget to complete the project this fiscal year. However, it can be reviewed considering the current pandemic, to determine if the project will be moving forward as planned.

Ms. Horton shared the final approval come through for the 4 rehab tanks project in Dona Ana from the Drinking Water Bureau. The Readiness to Proceed will be the next phase to move forward with them. She reported the Office of the State Engineer (OSE) sent out by Mr. Smith has been received and stated the development of Asset Management is a requirement to meet the criteria of the Water Trust Board. This would then move the project into construction late this year.

Ms. Horton stated the planning contract for West Mesa is on the agenda for today and hope to have BHI start the planning document.

Ms. Horton reported she is still waiting on the contract for the Arroyo project and is expecting it by the first meeting in February.

Ms. Horton discussed the results of Well 7. She stated she is still waiting on a response to her questions from the Environment Department and has continued to work with the drillers. Ms. Horton stated blending should satisfy the drinking water requirement.

President Melton asked if the staff has been offered the opportunity to take part in the COVID vaccines due to the recent positive cases. Ms. Horton stated staff will be provided a link should they elect to do so. However, it was to her understanding teachers were next in line for the vaccines as the priority is to get children back in school. She further stated she believed field staff may be further down the list before an opportunity is available for them.

## **New Business**

None

## **Unfinished Business**

Dr. Anderson moved the Approval of Resolution 2021 – 01 Open Meetings; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton recommend the board continue to pass this resolution as they do every year. She continued to state it pertains to board meetings and notices as it follows the Open Meetings Act guidelines. Ms. Horton recommends approving it as it is presented with a minor change to the year, correcting it from 2020 to 2021. She further stated it was reviewed by Legal Counsel, Mr. Smith. There was no further discussion, and the motion passed unanimously 4-0.

Dr. Anderson moved the Approval of Resolution 2021 – 02 Asset Management; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton recommends approving it as it is presented with a minor change to the year, correcting it from 2020 to 2021. She further stated this is acknowledging the need to create an asset management plan to help secure planning grants and funding. Once this is approved an Asset Management Plan and Master Plan will follow. Ms. Horton stated it is a requirement for the Readiness to Proceed items for Water Trust Board Funding. Ms. Horton stated the Asset Management Plan is approximately \$50,000 - \$60,000. There was no further discussion, and the motion passed unanimously 4-0.

Dr. Maxwell moved the Approval of Contract 2018-03 Task #1- West Mesa Water System Rehab and Expansion PER; 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 planning PER for West Mesa. The Colonias funding was received in the amount of \$93,000. This will consist of a hydrological study as well as a planning document which will take approximately 210 days to complete. She continued to state it is the first step in figuring out our options and expanding the service area. Ms. Horton stated there are 400 - 500 homes total in the area. She further stated there would be new 6 – 8-inch lines to replace the existing 2-inch lines to provide fire service. Ms. Horton stated she has had lots of interest in the area and the project is approximately \$8 million to \$9 million overall and is best suited for USDA funds. There was no further discussion, and the motion passed unanimously 4-0.

### **Open Discussion**

President Melton asked Mr. Stull if he was able to reach out to the potential candidate, he mentioned at the last board meeting for the vacancy in operations. Mr. Stull stated he did and advised him where to find the application online.

Dr. Anderson expressed his continual concern for the board member vacancy in District 3. He would like to aggressively continue the recruiting in the newsletter until it is filled. Dr. Maxwell suggested the weekly Bulletin to post a public service announcement for the vacancy. Ms. Horton stated she would find out what they need and have something drafted.

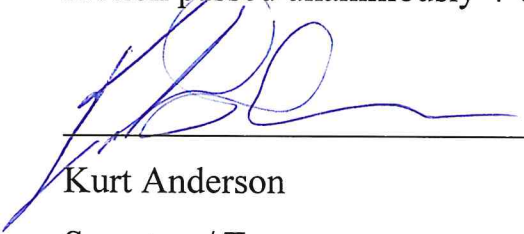
Dr. Anderson stated he was concerned with the accumulating penalties and would like arrangements to be made to get bills paid. Ms. Horton stated she is working on providing information to have posted on the next newsletter for the application process through Tierra Del Sol. Dr. Maxwell also suggested to look at Federal Funds available. He stated the representatives in the Capitol need to make a change to allow Mutual Domestic to qualify for such funding as Mutual Domestic did not qualify under the

Cares Act as a local government. He stated he would like to continue to work with our representatives. He further stated Capitol Funding would also need to be addressed for the Picacho Hills Arroyo's project.

Dr. Maxwell asked about the board elections and it was clarified. Ms. Horton stated President Melton and Dr. Maxwell's seats would be up for election January 2022 along with District 3. She further stated District 3 is a 2 year term.

**Adjournment**

Dr. Maxwell motioned to adjourn at 9:58 a.m., with a second from Dr. Anderson. The motion passed unanimously 4-0.

  
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Kurt Anderson  
Secretary/ Treasurer

3/4/21  
Date