



*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, July 15, 2021 convened at 9:01 a.m. in the Doña Ana Mutual Domestic Water Consumers Association Board Room located at 5535 Ledesma Dr., Las Cruces, NM 88007:

### **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

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. Maxwell moved to approve the agenda as presented; the motion was seconded by Dr. Anderson. Ms. Horton requested item number 4 be moved to Closed Session and item numbers 5 & 6 be removed. Ms. Horton further requested to have a Special

Meeting set for July 28, 2021 to address items 5 & 6. 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 June 17, 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 asked Ms. Horton when the budget report would be addressed. Ms. Horton stated her request to the board is to schedule a Special Board Meeting for July 28, 2021.

### **Board President Report**

President Melton stated there were a few issues due to inclement weather. He shared Picacho Hills had a small tank out of water due to a software glitch. Ms. Horton explained the SCADA issues regarding the alarms as they were not sending out notifications.

### **Staff Reports**

Ms. Horton did not discuss the financials, as they were not finalized and stated they would be discussed at the next meeting.

Ms. Horton had no COVID related issues to report and stated the spreadsheet that reflects the impact of the current pandemic on revenues would no longer be included in her reports.

Ms. Horton provided project updates and reported on Southeast Collection System Phase 3. She stated there were challenges in acquiring 85 cubic yards of lava rock or an alternative source for this project.

Ms. Horton stated the Water and Wastewater Standards has moved back in the priority list due to other current priorities. 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 currently in the design phase and is scheduled to be complete with that in December.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion and are currently waiting on permits.

Ms. Horton reported the Parking Lot Improvements final design is complete and all permits have been submitted and paid for.

Ms. Horton stated West Mesa PER is currently in process.

Ms. Horton shared the comments for the Dona Ana Water Tank Rehabilitation were received from NMED Constructions Programs Bureau. She further stated they are being addressed and the plans will be resubmitted.

Ms. Horton reported Picacho Hills Sewer Main Protection has received the signed grant agreement and the project will now move in the que for our engineers to begin working on the PER.

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 will be ready for closing instructions soon.

Ms. Horton reported she received the notice of award and the final Readiness to Proceed List for the Water Trust Board 5415. She continued to share the list should be completed and returned to Water Trust Board by the end of July.

Ms. Horton stated she received the notice of award along with the Readiness to Proceed List and expect to have the list completed and returned to Colonias Infrastructure in September.

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 the applications are for \$50,000 each and a date for submission has not been identified yet.

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots and should be getting comments back by Tuesday of next week.

Ms. Horton reported Vista Rancho's first set of plans have been reviewed and have provided comments back to the developer to be addressed.

Ms. Horton stated Legends West Phase 3C is the final phase and is expected to submit final construction plans for review and approval with 60 – 70 lots.

Ms. Horton stated the Reyes Westwind and Shade Tree / Apple Tree Subdivisions are each beginning the subdivision process and will contain 9 lots each.

Ms. Horton shared the Flemish Subdivision will contain 87 lots in Picacho Hills. She further stated they have been provided a Will Serve Letter and is currently waiting on plans to review.

Ms. Horton stated the subdivision between Valley Drive and Westwind are beginning the subdivision process and will contain 200 lots.

Ms. Horton wrapped up subdivisions with Wiese Development. She stated the plan set was received and the review process has begun. She further stated she would be sending out a letter letting them know the board will not be renewing the contract for the line extension.

Ms. Horton reported on other matters and stated the Operator Certification testing has been reinstated. She continued to state the operations team has been a little reluctant to test without the in-house training program. However, the new hires in operations are eager to test and hopes this will encourage others.

Ms. Horton reported the Admin Department had someone submit a letter of resignation as they accepted a management position elsewhere. She further stated once someone is hired to fill the position, they will resume working on reminder compliance letters for those who are required to have a backflow preventor device to protect the

drinking water system as well as letters for grease traps. The letters for grease traps are for those who are required to have them cleaned on a certain schedule to help protect the collection lines and treatment facility.

Ms. Horton provided the Water Rights table as of June 30, 2021 and reported no changes from last month.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 406 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project.

Ms. Horton discussed the online Safety Courses through the 360 Training Program for staff. She further stated the courses are designed to provide training credits which is supported by the Environment Department. She continued to share the Operations team has received additional training this week with Airvac and a few of them will be traveling to Kansas for Aero-Mod training next week.

A Special Board Meeting was agreed upon for 2:00 pm on July 28, 2021.

**New Business**

None

**Unfinished Business**

Dr. Anderson moved the Approval of June 2021 New Members & New Meters; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Ms. Horton reported 51 names on the list, 33 are new members, 19 new meters and

18 existing members. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

Dr. Maxwell moved the Approval of Resolution 2021- 10 SCCOG; 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 would appoint her as a designated representative. There was no further discussion, and the motion passed unanimously 4-0.

### **Closed Session**

Dr. Maxwell moved to enter Closed Session as authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7), and H (8) the following portion of the Board Meeting will be conducted in closed session: (1) Real Property and Water Right Acquisition (a) 64.6 Acre Feet Ground Water (2) Personnel Matters (b) Executive Director as presented; the motion was seconded by Dr. Anderson. A roll call vote was taken, motion carried unanimously 4-0, and at 9:41 a.m. the Board of Directors went into Closed Session.

Dr. Anderson moved to exit Closed Session and enter back into Open Session; the motion was seconded by Mr. Stull, a roll call vote was taken, motion carried unanimously 4-0, and the Board of Directors went back into Open Session.

President Melton stated:

In accordance with the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8): (1) Real Property and Water Right Acquisition (a) 64.6 Acre Feet Ground Water (2) Personnel Matters (b) Executive Director. One item out of that session is to be acted upon in Open Session. President

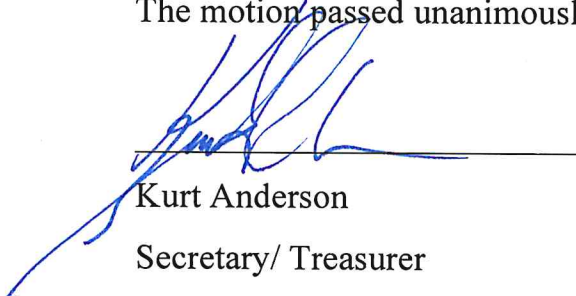
Melton entertained a motion to purchase 64.6 Acre Feet Ground Water at a price specified and Dr. Anderson moved the approval; the motion was seconded by Mr. Stull. There was no further discussion, and a roll call vote was taken, motion carried unanimously 4-0.

**Open Discussion**

Dr. Anderson renewed his plea to proceed as soon as possible to properly instrument the wells and Ms. Horton shared she had a conversation with the driller about it.

**Adjournment**

Dr. Maxwell motioned to adjourn at 10:30 a.m., with a second from Dr. Anderson. The motion passed unanimously 4-0.

  
Kurt Anderson  
Secretary/ Treasurer

8/19/21  
Date