



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, June 16, 2022 convened at 9:00 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 9:00 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Brian Clouse, Present

Board Member – Clayton Berryman, Present (via Zoom)

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton (via Zoom)

Office Manager- Margo Lopez

Member- Jim Hayhoe

Prior to roll call there was a brief interruption due to equipment malfunction and and President Melton called for a recess. At 9:03 a.m. the meeting resumed.

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Stull. The chair called for discussion of the motion. Ms. Horton requested the board allow her to provide her written report instead of a verbal report as she has another meeting at conference to attend. This would allow her to save time to address other business on the agenda. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of May 19, 2022 as presented; Mr. Stull seconded. There was no discussion, and the motion passed unanimously by roll call vote 4-0.

*Mr. Berryman joined the meeting at 9:05 a.m. via Zoom.

Customer Issues and Public Input

Mr. Jim Hayhoe introduced himself as a resident of Picacho Hills and inquired about several fire hydrants in the Camino Blanco area that are “out of order.” He wondered when they would be back in service. Ms. Horton explained the lead times are approximately 24 weeks out on getting new hydrants. She further explained as some of the hydrants are so old, there are not replacement parts for them.

Board President Report

President Melton reported things have been moving along smoothly.

Staff Reports

Ms. Horton provided a written report on financials for May 2022, Project Updates, Funding Applications, Subdivisions, and Other Matters. For more detailed information refer to the attached reports.

Ms. Horton provided the Customer Service Report for the month of May. For more detailed information refer to the attached reports.

Ms. Horton stated Well 6 is online and has been resolved. She reported Well 15 has been resolved and waiting on chlorine parts. She further stated Well 7 has been approved for blending by the state and is currently waiting on pumps, motors and draw pipe.

President Melton inquired about hydrant meters in the Radium Springs area. He noticed a construction water truck in the area and wondered if it was part of the highway project. Ms. Horton shared there are usually one or two up there.

Dr. Anderson inquired about the Pump vs Sold and Ms. Horton clarified it still under investigation.

Unfinished Business

Dr. Anderson moved the Approval of May New Members & Meters as presented; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. There was no discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of Resolution 2022 – 10 Rate Adjustment; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion.

Discussion was initiated by Ms. Horton. Ms. Horton reviewed the Monthly Base Charge, Water Usage Rates and Wastewater Usage Rates. Ms. Horton stated this is the Rate Study that has been followed over the last 5 – 6 years. It reflects a 3.5% increase in water and wastewater. However, it is time for a new one. She further stated Mr. Brown will be working on the new rate study and have that ready to implement next year. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of Resolution 2022 – 11 Customer Handbook; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this ties back to the Rates previously approved and there were no other changes to the handbook. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Dr. Anderson moved the Approval of FY 2023 Employee Handbook; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton reviewed each of the major changes made to the handbook and there was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Board Open Discussion

Dr. Anderson inquired about cyber security and concerns. Ms. Horton shared it is an ongoing concern and further discussion ensued.

Mr. Hayhoe asked about the Agenda for Annual Membership Meeting and President Melton stated it would be posted 72 hours prior to the meeting. He further stated it

was going to take place at the Dona Ana Elementary School at 7:00 p.m. Ms. Horton added the agenda was approved in January and would get it posted to the website.

Dr. Anderson inquired about the Lead and Copper testing and a detailed water analysis. Ms. Horton stated the CCR is found on the website with all sampling of the system as a whole. She further stated the new CCR will be out in approximately 3 weeks.

Adjournment

Mr. Stull motioned to adjourn at 9:46 a.m., with a second from Dr. Anderson. The motion passed unanimously 5-0.



Kurt Anderson
Secretary/ Treasurer

7/21/22
Date