



*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, June 17, 2021 convened at 9:02 a.m. in the Dona Ana Mutual Domestic Water Consumers Association located at 5535 Ledesma Dr., Las Cruces, NM 88007

### **Call to Order & Roll Call**

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

Vice President – Jamie Stull, Excused Absence

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. Dr. Maxwell stated Mr. Jim Hayhoe was unable to submit his request to address the board formally and would need 10 minutes instead of the 3 minutes for

general input. President Melton allowed for Mr. Hayhoe to address the board under Board Open Discussion. There was no further discussion. A roll call vote was taken, motion passed unanimously 3-0.

### **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of May 20, 2021 as presented; Dr. Maxwell seconded. Dr. Anderson had a question regarding the Asset Management Plan and Ms. Horton clarified. Dr. Maxwell suggested a minor editorial change. Dr. Anderson moved to approve the minutes as amended, Dr. Maxwell 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 reported on an occasional issue with the system in Radium Springs, resulting in murky water. He further stated he and Ms. Horton are working toward a solution.

### **Staff Reports**

Ms. Horton reported on items of the financials as of May 31, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard. She reviewed the Budget Report with \$6.1 million in revenue, \$4 million in expenditures with a net difference \$2.1 million. She reported the Balance Sheet report is the current cash position as it is currently up from last year and wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton reviewed a spreadsheet that reflects the impact of the current pandemic on revenues. She reported with disconnection approaching next week, it is starting to trend down as members are bringing their accounts current.

Ms. Horton reported there are currently no staff members quarantined for any COVID related reasons and staff will return to full time operations on June 21<sup>st</sup>. Ms. Horton stated there are 6 out of 25 employees who are fully vaccinated.

Ms. Horton reviewed the current operating procedures. She stated the only changes are the return date of June 21<sup>st</sup> for staff with regular operating hours for both departments and those who are fully vaccinated with proper documentation, may elect to not wear their mask. Everyone else must comply with the mask requirement.

Ms. Horton provided project updates and reported on Southeast Collection System Phase 3. She stated they are working on closing out the rest of the money and will be replacing the current biofilter and adding an additional pump.

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 September. She hopes to have it to the environment department with approvals back in October for the next round of funding.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion. She further stated comments have been received from all agencies and are currently being addressed.

Ms. Horton reported the Parking Lot Improvements final design is complete and all permits have been submitted and paid for. She further stated the approval was received from the Planning and Zoning Department. Ms. Horton stated comments are being addressed and have been provided by various DAC departments.

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

Ms. Horton stated the Dona Water Tank Rehabilitation final design is complete and has been approved by NMED Drinking Water Bureau. It is currently pending approval by NMED Construction Programs Bureau. The project will be ready to bid late fall.

Ms. Horton reported Picacho Hills Sewer Main Protection is currently waiting on the fully executed grant agreement from Santa Fe for the PER.

Ms. Horton reported the Letter of Conditions (LOC) for USDA RD was received July 31, 2019 and have completed 75% of the items within the (LOC) and are waiting on the Entity Status from Washington DC.

Ms. Horton stated the Water Trust Board-5415 (Water Tank Project) notice of award has been received and the final Readiness to Proceed List as of June 1, 2021. She expects to have the list completed and returned to the Water Trust Board by the end of July.

Ms. Horton stated the application for the Dona Ana Village Lift Station and Force Main Project was submitted to Colonias Infrastructure and is being recommended for a \$2.9 million award.

Ms. Horton stated she has submitted 2 applications 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 discussed her conversation with Senator Heinrich's office and the submittals requesting funding on several projects. Further discussion ensued.

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots.

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. She further stated submittals are currently pending and Reyes Westwind has started the County process.

Ms. Horton reported on Wiese Development. She stated the plan set was received, the review process has begun, and comments are being addressed.

Ms. Horton stated Rancho del Gallo is moving along quite well.

Ms. Horton wrapped up the subdivisions with the subdivision between Valley Drive and Westwind, as they are working on engineering and beginning the subdivision process with 200 lots.

Ms. Horton reported on other matters and stated disconnection is scheduled next week and last day to pay is Monday, June 21<sup>st</sup>. She continued to state all past due accounts on Tuesday morning will be disconnected. She further reported on the multiple methods and attempts to provide notice to those seriously delinquent.

Ms. Horton stated the Operator Certification testing has been reinstated and staff is actively seeking the opportunity to test. She further stated there are currently no plans to reinstate the in-house training program and briefly discussed the testing delays within the county.

Ms. Horton stated staff 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 next week. 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 discussed the Water Rights table as of May 31, 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 398

qualified applications have been collected and will continue to collect applications for those who would like to connect to the project.

Ms. Horton reviewed the Customer Service Report. She reported there are no disconnects at this time, however, the disconnects will be reflected on next month's report. Ms. Horton reviewed the current schedule, special projects, and monthly penalties. 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 discussed the Pumping Data. She reported 62.9 million gallons was pumped for the month of May in Dona Ana, 6.3 million gallons for Ft. Selden and 15.1 million gallons in Picacho Hills.

Ms. Horton stated operations is continuing to investigate and refine the water loss for the Pump vs Sold report.

Ms. Horton reported on the Well Data Update. She discussed the changes to the report, pointing out Well 7 and Well 15 as they are currently inactive and provided updates on each of the wells.

**New Business**

None

**Unfinished Business**

Dr. Maxwell moved the Approval of May 2021 New Members & New Meters; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion.

Ms. Horton reported 43 names on the list, 26 are new members, 20 new meters and 17 existing members. There was no further discussion. A roll call vote was taken, motion passed unanimously 3-0.

Dr. Maxwell moved the Approval of Wiese Development Contract; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated the contract was entered in 2011 for a wastewater line extension agreement, she briefly recapped the history of the contract and further discussion ensued. There was no further discussion, and the motion failed unanimously 0-3.

Dr. Anderson moved the Approval of Resolution 2021- 06 Matching Fund WTB-5415; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated the Water Trust Board approved \$2.5 million to rehab the Dona Ana Tanks. This is the approval to allocate and seek federal funds to match and further discussion ensued. There was no further discussion, and the motion passed unanimously 3-0.

Dr. Anderson moved the Approval of Resolution 2021- 07 FY 2021 Budget Adjustment; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated she was seeking a budget adjustment of \$842,948 to remain in compliance with the state. There was no further discussion, and the motion passed unanimously 3-0.

Dr. Maxwell moved the Approval of Resolution 2021- 08 FY 2022 Rate Adjustment; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated the rate increase



chart is reviewed annually and she suggests following the recommended rate plan of 3.5% increase to water and a 3% increase to wastewater. There was no further discussion, and the motion passed unanimously 3-0.

Dr. Maxwell moved the Approval of Resolution 2021-09 FY 2022 Customer Policies; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated there were minimal changes to the policies. She stated the rate increase previously approved ties to the Customer Policies. Ms. Horton also addressed the change to the Treatment Fees as the increase is a result of the City of Las Cruces changing their impact fees. She further reviewed the changes to the Development Fees; Subdivision Fee Schedule and Water Right Fee Schedule and the board suggested editorial changes. There was no further discussion, and the motion passed unanimously 3-0.

Dr. Anderson moved the Approval of Approval of FY 2022 Personnel Handbook; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. She stated this was the annual update and reviewed the minimal changes to the made to the handbook and the board suggested editorial changes. There was no further discussion, and the motion passed unanimously 3-0.

### **Open Discussion**

Mr. Hayhoe addressed the board to share information from his recent visit at the County Commission Meeting regarding The American Recovery Plan Act and provided handouts.

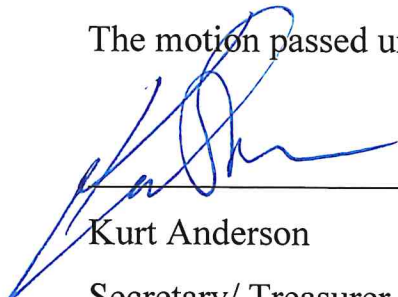
Mr. Hayhoe also shared Picacho Hills took an opportunity to get its own Census Bureau area. Ms. Horton discussed potential challenges this may provide with funding and rates for loans in the area. Mr. Hayhoe stated they were fully aware of it.

Dr. Maxwell proposed to have a conversation with the county regarding the use of the American Recovery Act (ARA) funds for the Arroyo's sewer line project as he is unaware of any other funding source to carry-out that activity, whereas there are other funding sources available for the Water Tank Rehab and Colinas Infrastructure to be used for matching funds. Ms. Horton addressed and clarified the proper steps and procedures for the funding application process. Although she understood the concerns Mr. Hayhoe and Dr. Maxwell share for the Arroyos project, with the other projects further along and the need to best serve the majority of the system, it was best sought to utilize those funds available for those projects instead and further discussion ensued.

Dr. Anderson inquired about wells, the potential mandation of COVID vaccinations, leak sensing equipment, the cost of the line cleaning equipment and Ms. Horton clarified.

**Adjournment**

Dr. Anderson motioned to adjourn at 11:58 a.m., with a second from Dr. Maxwell. The motion passed unanimously 3-0.

  
\_\_\_\_\_  
Kurt Anderson  
Secretary/ Treasurer

7/14/21  
Date