



*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 15, 2023 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:

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Brian Clouse, Present

Board Member – Clayton Berryman, (via Zoom)

A Quorum was declared.

Others in Attendance:

Legal Counsel- Josh Smith (via Zoom)

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Executive Assistant- Shelby Morales

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Clouse. The chair called for discussion of the motion. Ms. Horton requested to have items #2; Acknowledgement Award, #13 Approval to Award RFP 2023-04-

Engineering for Water Services “Federal Funded” and #14 Approval to Award RFP 2023-05- Engineering for Wastewater Services “Federal Funded removed from the agenda. Mr. Berryman departed from the meeting at 9:15 and will not be reflected on any votes, however, would return. Dr. Anderson moved to approve the agenda as amended, Mr. Clouse seconded, 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 18, 2023 as presented; Mr. Clouse seconded. There were minor editorial changes suggested. Dr. Anderson moved to approve the minutes as amended, Mr. Clouse seconded, there was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton had nothing to report. He stated the staff is overseeing things and everything is moving along well.

Staff Reports

Ms. Horton provided a written report and reviewed the Project Updates. She stated Water and Wastewater Standards have been finalized with updated items and language to set the expectations for construction and capital projects. She mentioned she has received Mr. Smith’s input regarding the inspection fees and the policy to include a full developer packet. She further stated she is just waiting for the final draft to bring to the board for approval.

Ms. Horton reported on the Dona Ana Village Lift Station and Force Main Project. She stated the project is slowly progressing and has continued to have issues with the certified payroll from the contractor. Ms. Horton reported pay apps have been withheld since February and will continue to be held until the payroll issues have been resolved.

Ms. Horton reported the Southeast Collection Final Phase is currently rebidding with a scheduled Bid Opening July 6th.

Ms. Horton stated the Parking Lot Improvement Project is progressing. She stated they had to pull up the pavement they previously laid as it did not meet standards and repaved it yesterday. Ms. Horton said she has some concerns and shared she hopes to have those resolved in the next week or so.

Ms. Horton reported on the Dona Ana Tank Rehab Project. She shared 3 of the tanks are complete (2 tanks on the South site and the small tank on the North site) and will wait to begin the large North tank in the Fall. She stated a stop work has been issued. Ms. Horton further stated she would like to get through the summer before pulling the 2-million-gallon tank and stated all 4 tanks are online.

Ms. Horton reported on the Picacho Hills Sewer Main Project. She stated the design is 90% complete. Ms. Horton further stated she has received 2 temporary easements that need to be secured before the project can go out to bid.

Ms. Horton reported on funding applications. She stated she is actively working through the USDA process. She stated the \$910,000 for the Dona Ana Village Lift Station and Force Main project is still on hold with the Colonias Infrastructure. She

further stated she has addressed the 4th round of questions and mentioned 7 other projects in the state are continuing to be held up with all the questions and concerns.

Ms. Horton shared she received \$1.9 million from Colonias Infrastructure on May 24th for the design of the West Mesa water system, which will rehab the existing system as well as expand the service area to an unserved area. She did clarify it was design money only. Ms. Horton reported she received \$6 million for the cost overrun for the Southeast Collection Project which will be added to the \$15 million from USDA to equal \$21 million for the project. She further stated there was a cost overrun application pending submission with USDA with an unknown dollar amount as this was based on the original bidding cost and will not know if that will still be the cost or if prices have changed. Ms. Horton mentioned she applied for \$1.5 million for the Lead and Copper service line replacement project that EPA is mandating, and further discussion ensued.

Ms. Horton reported on subdivisions. She stated there has not been much movement since the last meeting. She stated she is waiting on a new plat to be provided by Vista Rancho for their 1,300 lots.

Ms. Horton shared she is waiting for the resubmission of the Desert Oaks Subdivision, which was for 187 residential lots in Picacho Hills, with one commercial lot for a club house. She further stated comments have been sent back to them.

Ms. Horton stated Buena Suerte Subdivision on Valley is 200 lots. She stated they are moving forward and in the process of filing with the county for a subdivision review and expects to see the subdivision review in the near future.

Ms. Horton reported the Reyes West Wind Subdivision is 9 lots off West Wind Road. She stated that is also at the county for review at this time.

Ms. Horton reported on Other Matters. She stated Xavier Padilla obtained his State Certification for Water Level 2 for the month of May.

Ms. Horton provided a Water Rights update as well as a Project Funding Report.

Ms. Horton stated the applications for the Southeast Collection project are currently being accepted and have received 474 completed applications for connection.

Ms. Horton stated financials have been provided for the month of May. She reviewed the Check Listing Report. She reported standard expenses for the month with no large checks written. Ms. Horton reviewed the Budget Report as of the end of May with \$5.8 million in revenue, \$5 million in expenditures with a net difference of \$800,000 in the operating fund and further stated carrying \$1.2 million in receivables from USDA and waiting on reimbursements from the state. She reviewed the Balance Sheet Report and stated it is a current cash position. She reported the cash position is down as she is waiting on receivables. Ms. Horton stated the Income Statement matches and ties back to the budget.

Ms. Horton provided a written Customer Service Report, Operations Report, and a Well Data Table for review. Ms. Horton did point out Well 6 is offline as the change did not reflect the report prior to when it was sent out. She explained the pump was replaced and upon replacing it holes were discovered in the casing. Ms. Horton shared

a trip to Albuquerque was made to obtain new casing and reported on the progress and steps to get it back online. Further discussion ensued.

Ms. Horton asked Mr. Smith if he had heard anything regarding the exploratory permits. Mr. Smith stated all 3 had been submitted, however, he had not and would follow up on Monday with them. She also inquired about the parcel at the South Tank site to see if he found an Appraiser. Mr. Smith stated he would get the appraisal done.

New Business

None

Unfinished Business

Dr. Anderson moved the Approval of New Members New Meters; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-08; ICIP 2025 - 2029 the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton shared there have been no changes since the last meeting. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-09; FY 2024 Employee Handbook the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton shared Mr. Smith approved the changes discussed at the last meeting and since then there have been no other changes. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-10; FY 2024 Rate Increase the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton stated this follows the recommendation of Mr. Bown. The increase is 3.5% for water and 3% for wastewater. Ms. Horton shared with these increases the Association is in the mid-range amongst other entities based on the average of 6,000 gallons. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-11; FY 2024 Customer Handbook/Policies the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton stated there have been no changes since the last meeting it was discussed. She stated it included the one penalty waiver in 36 months, the rate increase to water and wastewater that was approved today, and the language for commercial agriculture to define the purpose of water supply. Changes were suggested and would be made before publication. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-12; Local Planning Grant Application- Water Masterplan the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton shared she is working on an application for \$50,000 to New Mexico Finance Authority (NMFA) Planning Grant to cover a portion of the water masterplan. She stated the Board of Directors would see it twice and she has split them into two requests, \$50,000 for water and \$50,000 for wastewater. She further stated she believes the cost will be \$85,000 - \$90,000 and the Association would have to come in with the rest as this would apply to both the water and wastewater masterplan. Ms. Horton stated this is the resolution that will go with the application for the \$50,000 grant. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval of Resolution 2023-13; Local Planning Grant Application- Wastewater Masterplan the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton stated it was the same as the water masterplan, she is seeking \$50,000 to cover a portion of the wastewater masterplan from New Mexico Finance Authority (NMFA). There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval to Award RFP 2023-01; General Services for Engineering the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton stated this discussion will reflect items 10, 11 & 12 of the agenda. She stated RFP were advertised, received and grouped by 3 categories; General Services for Engineering, Engineering for Wastewater Services “State Funded”, and Engineering for Water Services “State Funded”. Ms. Horton shared there was a committee who reviewed all the proposals received per the RFP and scored them. Ms. Horton recommends the award of RFP 2023-01; General Services for Engineering to Bohannon Huston as they were the highest scored proposal of the 3 received. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval to Award RFP 2023-02; Engineering for Wastewater Services “State Funded” the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Ms. Horton stated it was the same process and committee as the General Services for Engineering. Ms. Horton recommends the award of RFP 2023-02; Engineering for Wastewater Services “State Funded” to Bohannon Huston as they were the highest scored proposal of the 2 received. There was no further discussion, and the motion passed by roll call vote 3-0.

Dr. Anderson moved the Approval to Award RFP 2023-03; Engineering for Water Services “State Funded” the motion was seconded by Mr. Clouse. Ms. Horton stated it was the same process and committee as the General Services for Engineering. Ms. Horton stated it was the same as the previous 2. It was put out for public bid, and had the same selection committee and scoring process. Ms. Horton recommends the award of RFP 2023-03; Engineering for Water Services “State Funded” to Bohannon Huston as they were the highest scored proposal of the 3 received. The Chair called for discussion of the motion. There was no further discussion, and the motion passed by roll call vote 3-0.

Board Open Discussion

Ms. Horton reported the Association partnered with the county’s summer internship program and accepted 3 students from various high schools to provide them with positive work experience they can implement in their future endeavors. She shared one was placed in the office and the other 2 were placed in the field. They would work anywhere from 20 – 40 hours, as it was up to the student. Dona Ana County and the Public Ed Department cover their wages.

Ms. Horton shared she has selected Mueller Systems for the new meters going forward. She further stated this is working toward a full remote read; with an AMI reading system and shared key features for both staff and customers.

Ms. Horton also shared the Kiosks are expected to arrive in the next 2 weeks. She expressed her excitement with the innovative technology and changes to come within the next few months.

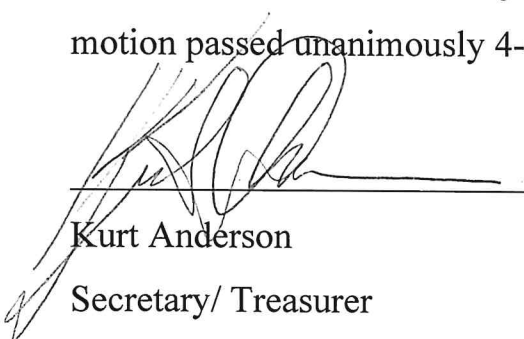
President Melton inquired about tracking water loss and further discussion ensued.

President Melton inquired about the wastewater plant. Ms. Horton shared there had been some issues with the plant. She explained the issues occurred when the new blowers were installed, more specifically, blower 2. With multiple people out to look at it, it was determined that it is not an issue with the blower but that of the VFD. She stated now she is working with Aero-Mod and Kizer on this since this has been an issue from day one on where the liability will land. This is expected to cost \$15,000 to replace.

*Mr. Berryman returned to the meeting at 10:00 am.

Adjournment

Dr. Anderson motioned to adjourn at 10:07 a.m., with a second from Mr. Clouse. The motion passed unanimously 4-0.



Kurt Anderson

Secretary/ Treasurer

7/31/23
Date