



*Doña Ana Mutual Domestic Water Consumers Association*  
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The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, February 10, 2015, convened at 9:00 p.m. at Doña Ana Mutual Domestic Water Consumers Association Board Room located at 5535 Ledesma Dr., Las Cruces, NM:

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

President, Mr. Melton, called the meeting to order at 9:01 A.M. and called the roll:

Vice President, Emma Garcia, Excused  
Secretary/Treasurer, Agnes Balizan, Present  
Board Member, Kay Trujillo, Present  
Board Member, Jaime Stull, Present

Others in Attendance:

Executive Director, Jennifer Horton  
Legal Counsel, Mary Humphrey (via telephone for Closed Session)  
Administrative Assistant, Monica Serna

### **Approval of Agenda**

Ms. Balizan moved to approve the agenda as presented; the motion was seconded by Ms. Trujillo. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.

### **Minutes**

Ms. Balizan moved to approve the minutes of the February 3, 2015 Special Board meeting as presented; seconded by Ms. Trujillo. The Chair called for discussion of the motion. Some non-substantive changes were made. The Chair called for a vote to approve the minutes as amended; the motion carried by roll call 4-0.

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

Mr. Melton presented the New Member and Meter list. Ms. Balizan moved to approve the New Members and Meters as presented; the motion was second by Ms. Trujillo. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.

### **Customer Issues and Public Input**

1. Tom Andrews: Mr. Andrews is speaking on behalf of the Thomas Development Group, who develops for the Housing and Rural Economic Association. Mr. Andrews is accompanied by Salvador Estrada, Larry Underwood, and Jay Miller. They are in the process of building an apartment community complex, at the corner of Engler and Elks Drive. The complex is located in a two acre site at Tierra del Sol. The Thomas Development Group has 25 years of experience with building apartment communities for the USDA Rural Development. Their estimated time of completion of the complex is at the end of 2015.

### **Customer Issues and Public Input continued**

Since they have subsidized funding by the federal government, he is requesting to have one master meter. The apartment complex is pre-leased with 24 units, for low income families. Having one master meter will allow for the owner to be responsible for the bill. Mr. Melton informed to Mr. Andrews that public input is limited to 3 minutes per person. Mr. Melton asked Ms. Horton if a master meter is possible according to Dona Ana MDWCA's policies. Ms. Horton stated that it is not a policy but a procedure to not have master meters placed. There were some previous experiences with unpaid accounts that had led to this procedure. Mr. Melton suggested to Mr. Andrews to have this issue be addressed to the Board as an action item. Mr. Andrews can present his information with no time limit. Mr. Andrews accepted the suggestion.

### **Board President Report**

1. Mr. Melton reported that three Board Members, the Executive Director, and the Project Manager attended the Agriculture, Water and Wildlife Committee meeting session at the House of Representatives. House Bill 221 received a non-recommendation and will be presented to a second committee. Members will go attend the committee meeting, to oppose the bill.
2. Mr. Melton informed that the Project Manager informed him that the Meter Project, for Radium Springs and Ft. Selden, have been completed.
3. There was a ruptured water pipe in Picacho Hills, on February 8, 2015 at 1:30 a.m. The pipe was repaired with no issues. Mr. Andy Philo complimented the Operations Staff members and stated they resolved the pipe rupture in a timely manner and very professionally.
4. Ms. Trujillo stated that there were suggestions made by Picacho Hills residents regarding the night reflectors placed at the sight of the ruptured water pipe area. The residents are unable to see the reflectors from a distance and they prefer for light barriers to be placed. Ms. Horton will inform the Operations Manager to place the light barriers until the street is repaired.
5. Mr. Melton suggested to add the repair of the Picacho Hills pipes on the to do list. Ms. Horton stated it will be part of the ICIP Project.

### **Administrative Report**

Ms. Jennifer Calhoun presented the Administrative Report.

1. The Expenditure Report from 01/09/2015 to 02/05/2015 was presented. Ms. Calhoun stated that the expenditure report reflect items that have been approved by the Secretary/Treasurer.
2. Accounts Receivables: Dona Ana County currently owes January 2015 billing of \$963.00 for 321 Waste Water Users.
3. Accounting:
  - A. 95% completion of W-4 and I-9 internal audit.
  - B. W-2's have been completed and mailed.



## **Administrative Report continued**

4. Current Openings
  - A. Operations Support Specialist and Water Operator – have been posted in the newspaper in addition to online posting on Career Builder.
  - B. Currently a job description for each vacancy can be found on our website ([www.dawater.org](http://www.dawater.org)) along with job requirements and job application. In addition, anyone seeking further information can also come in to our office.
5. Employee of the Month
  - A. The first award was given to Christian Morales. A plaque has been hung in the lobby.
  - B. The internal dialog on this award has been positive and Ms. Calhoun feels it is a major step in the right direction for our future. Ms. Calhoun has explained to numerous employees the reason Chris was selected and what we are looking for. Ms. Trujillo complimented Chris for resolving a water pressure issue in her neighborhood. She stated that he was professional and when it was resolved he followed up with a visit to her house.
  - C. A suggestion was made to Ms. Calhoun asking if a co-worker can nominate another co-worker. She feels that those types of suggestions might be helpful in our selection processes. It may be something to consider for the future of this program.
6. Continuation of Staff Appreciation
  - A. Continuing on a monthly basis on random days of the week and month.
  - B. Employees have started to give suggestions as to what type of breakfast they would like Ms. Calhoun to bring in so she feels confident that it has an impact on moral.
7. Confidence in our workplace and abilities
  - A. Ms. Calhoun feels that programs such as Employee of the Month and Staff Appreciation are valuable and vital to any organization. They promote a pride in an employee's work and feel the company recognizing hard work and dedication to the Association. She is pleased that we are able to start these programs and promote our valued employees.

## **Customer Service Department Report**

Ms. Cyndi Shelsea presented the Customer Service Department Report.

1. Billing: The billing statements were submitted for processing on January 28, 2015 and mailed out on January 30, 2015.
2. Penalties
  - A. Are scheduled to be processed on February 17, 2015 due to the 15<sup>th</sup> falling on a Sunday and the office being closed on Monday February 16, 2015 for President's Day.
  - B. Penalties for January totaled \$ 6,792.26.
3. Wastewater Calculations: Ms. Shelsea is in the process of gathering the information to recalculate the wastewater fees for wastewater customers. She will be using the water usages from November 15, 2014-December 2014, December 15, 2014 – January 15, 2015 and January 15, 2015- February 15, 2015. Once the readings are taken for February, Ms. Shelsea will be able to calculate the new wastewater averages so we can

- update the wastewater calculations for the March 31st billing statements.
4. Aged Receivables: Ms. Shelsea gave an update on aged receivables. Sixteen accounts have been cleared.
  5. Disconnections: Disconnections are scheduled for February 23, 2015.
  6. Ms. Simmons asked how often the drop box at Picacho Hills is picked up. Ms. Horton informed her that the Picacho Hills and Ft. Selden boxes are picked up once a week.

**Operations Manager's Report:**

Mr. Orlando Parra presented the Operations Manager's Report:

Dona Ana MDWCA System:

1. 24,076,658 gallons of water were pumped for the month on January and reported to the New Mexico Office of the State Engineers. Water Conservation Fees in the amount of \$722.30 were submitted for the month of January.
2. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Nine samples were taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
3. Dona Ana water meters were read on January 15, 2015 and meter re-reads were completed.
4. There were 21 water services disconnected and 4 new water services installed for the Dona Ana MDWCA System.
5. There were 4,077 water service connections within this system for the month of January.
6. Vehicle and Equipment maintenance were conducted throughout the month.
7. Maintenance was completed on all wells, booster stations, and well houses.
8. Repaired 4 service leaks in the Dona Ana service area.
9. Static and Drawdowns were taken at all wells.
10. Wells #2, #5, and #7 are on-line. Wells #6 and #8 are off.
11. Mr. Parra met with the State Engineer Office to get Well #8's meter switched over to new Ultra Sonic meter.
12. Mr. Parra is waiting for quotes on a new backhoe and new truck.
13. The Operations Department is currently seeking for candidates to fill an operator's position, vacated by Tom Johnson.
14. A new diaphragm rebuild kit was installed at well 2 for the pressure regulating valve.
15. Two operators have taken a certification exam. The results have not been received.

Dona Ana MDWCA at Ft. Selden System:

1. 2,422,723 gallons of water were pumped for the month of January and submitted to the New Mexico Office of the State Engineers. Water Conservation Fees in the amount of \$72.68 were submitted for the month of January.
2. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One sample was taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.



**Operations Manager's Report continued:**

3. All water meters were read on January 16, 2015 and all meter re-reads were completed.
4. There were 10 water services disconnected and no new water services installed in the Ft. Selden Water System.
5. There are 401 water service connections within this system for the month of January.
6. Inspections were conducted at Well and Tank sites.
7. Wells #9 and #10 are cycling and on line.
8. Weeds control at systems wells, storage tanks, and fire hydrants.
9. 5 new valves were installed to replace broken valves for meter project shut downs.
10. They are obtaining pricing for a new exhaust fan at the Ft. Selden Chlorine room.
11. Meter Project has been completed.
12. Mr. Melton inquired about having low water pressure. Mr. Parra informed that there are intermittent power outages in SCADA. Well #9 reports that it is reset, but when physically reviewed, it has not reset. They are currently reviewing on how to fix this issue.
13. Mr. Melton stated that the dirt around the meters is not compacted down, reseeding the meter. Mr. Fernandez informed that due to the recent rain activity and the dirt settling down once it dry. Burns Construction has been sent to the sites to compact the dirt down.

**Dona Ana MDWCA at Picacho Hills System:**

1. 6,594,504 gallons of water were pumped for the month of January and submitted to the New Mexico Office of the State Engineers. Water Conservation fees in the amount of \$197.84 were submitted for the month of January.
2. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Two samples were taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
3. All water meters were read on January 15, 2015 and all meter re-reads were completed.
4. There were 2 water services disconnected and 1 new service installed at the Picacho Hills Water System in January. It is unknown if the homes were empty when disconnected.
5. There are 907 water service connections within this system for the month of January.
6. Inspections were conducted at Well and Tank sites with weed control.
7. Fire hydrant maintenance is ongoing. Currently, there are 117 that have been completed. Three have been replaced and the others have needed oil. There is one full time crew member performing the maintenance, if another crew member is available, they go and assist.
8. A base coarse has been applied to the road at the Wastewater Plant. This will allow for septic haulers to access for sludge hauling.

**Operations Manager's Report continued:**

9. Twelve loads of sludge has been removed from the Waste Water Plant by Johnny's Septic Haulers.
10. Sanitary Surveys have been conducted at well sites, booster stations, and storage tank sites with NMED.
11. An asphalt patch has been completed on Via Norte Rd where service leaks have occurred.
12. A new chlorine pump has been installed at Well 16A.
13. Ms. Horton informed that she received an email complementing the Operations Department crew members for their professionalism in repairing the ruptured water pipe at Picacho Hills.

**Dona Ana MDWCA at Fairview Water System:**

1. 344,640 gallons of water were pumped for the month of January. Water Conservation fees in the amount of \$10.34 were submitted for the month of January.
2. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One sample was taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
3. All water meters were read on January 15, 2015.
4. There were two water service disconnections and no new water services installed at Fairview Water System.
5. There are 53 water service connections within this system for the month of January.
6. Inspections were conducted at Wells and Pressure Tank sites.
7. Wells currently were set to operate on auto-cycle.
8. A Sanitary Survey with NMED will be conducted at the well sites, at the end of February.

**Project Department Report:**

Mr. Abenicio Fernandez presented the Project Department Report.

1. Meter Project: The Meter Project is complete, with the exception of nine meters. Some of these meters will be unable to be replaced since their main water line is underneath their business. They will be tapping these lines, with no disruption to the surrounding residents.
2. New Tanks: Souder, Miller & Associates has received comments from the New Mexico Environment Department Construction Programs Bureau and they are making the recommended changes. No comments have been received from the New Mexico Environment Department Drinking Water Bureau. Within 30 days of receiving comments, Souder, Miller & Associates will resubmit to the agencies for a final approval.
3. Wastewater Plant: No approval has been received by the New Mexico Environment Department Construction Programs Bureau. Mr. Steve Deal is currently reviewing the Nation Environmental Policy Act. Souder, Miller & Associates has contacted the contractor, monthly, to ask about their willingness to hold prices that were quoted in September 2014. Mr. Morrow



**Project Department Report continued:**

- from Morrow Enterprises is willing to hold prices, as long as equipment prices remain the same.
4. New Shop Building: Souder, Miller & Associates submitted the building permit application to Dona Ana County. They have received comments from Dona Ana County Engineering and Planning Department. Souder, Miller & Associates is working on response letters and making their recommended changes. Souder, Miller and Associates, along with Mr. Lee Peters and Ms. Horton, on the Special Use Permit and Extra Territorial Zoning Permits.
  5. Misc Projects: The Fairview Project preliminary phase has been completed and plans have been submitted to the review agencies. Souder, Miller & Associates is coordinating the final details of the waterline bridge crossing with Mr. Earl at the New Mexico Department of Transportation.
  6. District 5 Wastewater PER: The PER was submitted to the New Mexico Environment Department Ground Water Quality Bureau and the New Mexico Environment Department Construction Programs Bureau on October 28, 2014. Comments were received from Mr. Steve Deal, with the New Mexico Environment Department Construction Programs Bureau, on November 20, 2014. Dona Ana MDWCA and Souder, Miller & Associates are currently working on the response letter and modifications needed. Dona Ana MDWCA, Souder, Miller & Associates and the New Mexico Environment Department Ground Water Quality Bureau met on January 29, 2015. Within 30 days of receiving the comments from the Ground Water Quality Bureau, resubmission for final approval will be made.
  7. SCADA Implementation Project: The preliminary design phase will be submitted by Souder, Miller & Associates by the end of February 2015.
  8. The GIS: Mr. Fernandez will begin the GIS mapping for the systems in Fairview and Picacho. Mr. Melton inquired if the plans will be able to identify elbows or intersections. Mr. Parra informed that they will not be able to locate due to them not having wires or tape to trace.
  9. SW Transmission Ph II, Armstrong Ph II, Elks IV: Souder, Miller & Associates has not received a response from Gallardo Construction since the rejection of work and reserve funds held letter was delivered on November 14, 2014.
  10. Dona Ana School Road has been completed.

**Executive Director Report:**

Ms. Jennifer Horton presented the Executive Director Report.

1. Ms. Horton states that the Managers are doing well with staff members.
2. The Annual Membership meeting was rescheduled to March 31, 2015. Mr. Kurt Anderson asked if the cost analysis was conducted on the amount spent on preparing and hosting the meeting. Ms. Horton has not completed but will report as soon as she has it available. Mr. Melton requested ideas on how to generate attendance to the meeting. Agenda items need to be accomplished and is required by the bylaws.

**New Business:**

1. GPS Monitoring in Vehicles: Ms. Horton presented the benefits of having GPS in vehicles. It will be able to monitor driver safety, alert when maintenance is due, and give driving record analysis. The cost will be \$39 a month for 15 vehicles and will include lifetime warranty, maintenance, and installation. The signal for the GPS is through a cell phone tower. Fuel costs will also be able to be monitored. Ms. Trujillo moved to approve that the GPS Monitoring be discussed under Unfinished Business for action at the next regular scheduled meeting; the motion was seconded by Ms. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.

**Closed Session:**

Mr. Melton asked if there were any items that need to be discussed in Closed Session. Ms. Horton stated there were no items that she was aware of.

**Unfinished Business:**

None

**Board Open Discussion:**

1. Mr. Melton will be providing the names of the Districts Board Members and their contact information in the newsletter. The pertinent member district information will be shown in future billing statements, once the software conversion is done.
2. Mr. Stull is requesting for a print out of the members that belong to his district. Ms. Horton has the list ready for Districts 1 and 5, and the others will be ready soon.
3. Mr. Kurt Anderson informed that the Lower Rio Grande Water Users Group will have their first meeting of the year in two weeks. The Meeting will discuss real concerns of water providers in this region and new water requirements. Mr. Anderson suggests that Dona Ana MDWCA be in attendance and have pertinent information to provide, such as well histories dating as far back as possible, proof of water rights, how many meters we serve, and water right justification. Ms. Horton suggested for Mr. Anderson to make a public request to Dona Ana MDWCA for this information. Mr. Anderson discussed the Surface Water Rights and the cost of leasing them. Mr. Horton reports that they lease for \$10,000 a year. Currently, there is no interest in selling these rights in hopes of having future surface water plant.

**Closed Session:**

Mr. Jaime Stull requested to discuss an item under closed session

At 10:37 a.m., Ms. Balizan moved to go into closed session; seconded by Mr. Stull. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.



**Closed Session continued:**

As authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsection 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 Rights Acquisition
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

At 10:53 a.m., Ms. Balizan moved to go out of closed session; seconded by Mr. Stull. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.

Ms. Balizan moved to go into open session at 10:54 a.m.; seconded by Mr. Stull. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.

Mr. Melton stated nothing had been discussed in closed session other than Real Property & Water Rights Acquisitions, Litigation & Threatened Litigation, and Limited Personnel Matters.

No Actions were taken on items discussed in closed session.

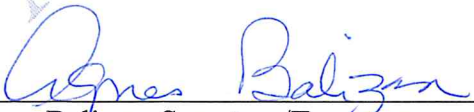
**Board Open Discussion continued:**

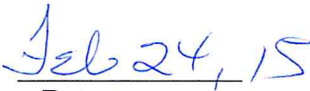
1. Mr. Stull announced that he will resign from being the Vice President of the Board, due to personal reasons, effective February 23, 2015. He will remain on the Board as the District 4 Representative. Ms. Balizan moved to accept Mr. Stull's resignation of Vice President effective February 23, 2015 and remaining as a member of the Board as the District 4 Representative; seconded by Ms. Trujillo. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call 4-0.
2. Election of Vice President needs to be added to the next meeting agenda.

**Adjournment**

Motion to adjourn was made by Ms. Balizan; seconded by Mr. Stull. The meeting adjourned at 11:00 a.m.

Respectfully submitted:

  
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Agnes Balizan, Secretary/Treasurer

  
\_\_\_\_\_  
Date