



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, March 10, 2015, convened at 9:00 a.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 9:00 a.m. and called roll:

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

Others in Attendance:

Executive Director, Jennifer Horton
Project Manager, Abenicio Fernandez
Administrative Assistant, Edward B. Salomón

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

Mrs. Balizan moved to approve the minutes of the February 24, 2015 Regular Board Meeting as presented; Seconded by Mrs. 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 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.

Customer Issues and Public Input

1. Kate Iturralde was not present to speak to the Board of Directors about damage to her water line due to the meter change project.
2. Mrs. Manning submitted a Draft Script for Telephone Contact:

“My Name is ..., And I am calling today on behalf of Doña Ana Mutual Domestic Water Consumers Association to remind you that we are re-convening our Annual Meeting tomorrow

evening, March 31, 2015 at 7:00 p.m. at the Doña Ana Elementary School located at 5551 Camino De Flores, Las Cruces, NM 88007. We need your participation in the Association to enable us to provide the best service possible. May we count on you to join us tomorrow?"

Mrs. Manning also mentioned that it was just a draft and was open to any changes or ideas that the Board of Directors had for the Script.

Board President Report

1. "I am certain our Executive Director will get into significantly more detail in her report, however since our last meeting, members of the Board of Directors and Staff have continued travel to between here and Santa Fe and offering input to various committees, commissions, as well as individual legislators concerning legislation potentially having long-term effects upon DAMDWCA. HB221 which was given a "No recommendation" by the House Agriculture, Water, and Wildlife Committee and was subsequently reviewed by the Public Regulations Commission with a "No Recommendation" resulting there as well was reviewed by the House Education, Government, and Indian Affairs Committee and was tabled by a vote of 9-0. A substitute bill was submitted for SB550 last week and the substitute bill was scheduled to be heard by the Senate Judiciary Committee yesterday. Unfortunately we learned of the schedule too late to provide a representative to express our support of the bill, however, do we have any word on the results from the committee? The staff and I will continue to monitor these issues and, with the concurrence of the majority of the Board of Directors, will continue to provide factual input to the committees and commissions as the legislative session proceeds."
2. "Mr. Riley: His property was unoccupied during the period in question and his neighbor was taking care of his landscaping by "running a small sprinkler for only one hour each week. The meter in question was replaced and tested with the test results being that the meter was in tolerance. The account has been monitored for a few months now and the usage is back down, however the original meter has not been reinstalled Mr. Riley suggests that there was a possible mix up in the meter which was tested, the data, or something. Even though this is a remote possibility. Since he has expressed a desire that the meter be retested, Madam Executive Director, what mechanism do you prefer for Mr. Riley to utilize to request the retesting of the meter in question? Cost \$10.20."

Administration Department Report

Mrs. Jennifer Calhoun Reports:

1. The Expenditure Report was reviewed from 02/05/2015 to 03/05/2015.
2. Accounts Receivables:
 - a. Doña Ana currently owes February billing \$960.00 for 320 Waste Water Users.
3. Accounting
 - a. 1099-MISC have been completed and sent out.
4. Current Open Positions
Mrs. Calhoun Reported on all open positons, as well as the positions that have already been filled.
5. Staff Training
 - a. Mrs. Calhoun reported about the staff trainings that were held in January and February and explained how each month had effective team building tools. She also mentioned that after each video there was a quiz that was issued and grade to ensure that all employees had complete understanding of the videos.

6. Continuation of Staff Appreciation: The Staff Appreciation breakfast coincided with the All Staff Training last month.

Customer Service Department Report

Ms. Cyndi Shelsea Reports:

1. Billing: Billing Statements were submitted on February 25, 2015
2. Penalties/Disconnections:
 - a. Penalties for February totaled \$10,309.51
 - b. Penalties are scheduled for March 16, 2015
3. Disconnections
Total Disconnections for February 2015: 55 Disconnections
 - a. Doña Ana: 38
 - b. Ft. Selden: 8
 - c. Picacho Hills: 7
 - d. Fairview: 2
4. Aged Receivables: We are currently doing a final review of the aged receivables to get a total number of meters to be removed for Non-Payment.
5. Promissory Notes: Promissory Notes are up to date and everyone is currently on keeping their payments.

Operations Manager's Report

Mr. Orlando Parra Reports:

Doña Ana MDWCA System:

20,701,113 gallons of water pumped for the month of February and reported the New Mexico Office of the State Engineers. Water Conservation Fee in the amount of \$621.03 was submitted for the month of February 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Nine (9) Samples were taken throughout the at random alternate sites as per "Approved Sampling Plan" through the New Mexico Environmental Department-Drinking Water Bureau. Doña Ana water meters were read on 2/13/15. Meter re-reads completed. There were two new water services installed within the Doña Ana MDWCA System. There are 4,079 water service connections within this system. Vehicle and Equipment maintenance were conducted throughout the month. Maintenance completed on all wells, booster stations, and well houses. Operations repaired five service leaks in the D.A. service area. Static and drawdowns were taken at all wells. Wells #2, #5, and #7 are on-line. Wells #6 and #8 are off-line. Operations installed new hoses on the Ditch Witch Potholing machine. Repaired 2 inch main hit by Zia Gas Co (error in locate). The Operations Specialist position was filled by Operator Joe Martinez. We are still taking applications for Operator position. Operations cleared up weeds and water pine trees at Storage Tanks #1 and #3.

Doña Ana MDWCA Fort Selden System:

2,223,153 gallons of water pumped for the month of February and submitted to the New Mexico Office of the State Engineers. Water Conservation Fee in the amount of \$66.99 was submitted for the month of February 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was taken for the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau. All water meters were read on 2/12/15. All Re-reads completed. No new water services were installed within the Fort Selden Water System. There are 401 water service connections within this system.

Inspections were conducted at well and tank sites (Weed control). Static and Drawdown levels recorded at both wells. Wells #9 and #10 are cycling and on-line. Ordered new exhaust fans at Fort Selden Chlorine room. Currently installing 2 inch meters at Ben Archer Health Clinic and Community Center per meter project. We installed three new water services. (Not installed during the meter change-out project) Poured concrete collars on new valves installations throughout Fort Selden System.

Doña Ana MDWCA Picacho Hills System:

6,131,834 gallons of water pumped for the month of February and was submitted to the New Mexico Office of the State Engineers. Water Conservation Fee in the amount of \$183.96 was submitted for the month of February 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Two (2) samples were taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau. All Water meters were read on 2/12/15 and all re-reads completed. There was one new service installed in Picacho Hills. There are 909 water service connections within this system. Operations repaired 3 service leaks. Inspections were conducted at Well and Tank Sites (Weed Control). Fire Hydrant maintenance is on-going. 154 completed to date. Temporary SCADA unit installed at Well #7 and storage tank site. NMED collected samples at well #7 and #16A. Operations installed flapper valve at storage tank per NMED Sanitary Survey. Installed screens at vent discharge lines at Picacho Hills Wells per NMED Sanitary Survey. Operations hired an Electrician repair VFD fault at Anthem Booster Station. Pump is back on-line. Hung notices for water outage at Picacho Mountain Subdivision for valve installation by Burns Construction.

Doña Ana MDWCA Fairview Water System:

288,540 gallons pumped for the month of February. Water Conservation Fee in the amount of \$8.66 was submitted for the month of February 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was taken for the month at random alternate sites as per "Approved Sampling Plan" through the New Mexico Environment Department –Drinking Water Bureau. All water meters were read on 2/12/15. There was no new water service installed within the Fairview Estates Water System. There are 53 water service connections within this system for the month of February. Inspections were conducted at Wells and Pressure Tank site. Wells Currently set to operate on auto-cycle. A Sanitary Survey with NMED was conducted at Well sites. No deficiencies found. There are no problems to report.

Project Manager's Report

Mr. Abenicio Fernandez reports:

Under Construction

1. Meter Project

A. Construction is completed and final closeout documents, including final pay request are being completed.

2. Tank at Picacho Hills

A. SMA has received comments from NMED-CPB and NMED-DWB and is currently working on the response letters and making the recommended changes.

3. District 5 Headwork's

A. Steve Deal with NMED-CPB and EPA are currently reviewing the Bid Award Packet.

4. District 5 Building

A. SMA has responded to building permit application comments from Doña Ana County and resubmitted. Doña Ana County Engineering has responded with additional comments. SMA is working on responding to those comments and resubmit next week.

1. Fairview Water

A. Preliminary design phase has been completed. Plans and specifications have been submitted to the following agencies:

City of Las Cruces
Doña Ana County
EBID
IBWC
NMDOT
NMED-CPB
NMED-DWB

Project has received approval from NMED-DWB and is currently working on addressing comments from Doña Ana County and NMED-CPB. A response from EBID, IBWC and NMDOT has not been received.

PERs and EIDs

1. District 5 Wastewater PER

A. PER was submitted to NMED GWQB and NMED CPB on October 28, 2014. Comments were received from NMED CPB and SMA is currently waiting on formal comments from NMED GWQB. SMA has reached out to NMED GWQB on a number of occasions but still has not received written comments from NMED GWQB.

2. SCADA Implementation Projects

A. The building for the wells in District 5 were moved to the SCADA design project and new well house buildings were added to the scope for Wells #9 and #10 in Radium Springs. The Design was submitted for agency review and we are awaiting comments.

3. GIS Mapping

A. Mr. Fernandez will start the GIS Mapping for the system on Thursday or Friday.

4. SW Transmission Ph II, Armstrong Ph II, Elks IV

A. SMA and Doña Ana MDWCA met with Gallardo Construction and the attorneys to discuss plans for completion of contract requirements and closing out of the project. It was agreed that the next step would be for Gallardo Construction to contact government agencies (Doña Ana County, New Mexico Department of Transportation and the City of Las Cruces) to determine their respective concerns and develop a scope of work to address them.

5. DA Road/DA School Road

A. Construction has been completed. SMA has completed the record drawings and has delivered two copies to Doña Ana MDWCA. Contractor is still awaiting final payment.

Executive Director's Report

Mrs. Jennifer Horton reports:

That she is pleased with where we stand on the budget. Mrs. Horton also reported that currently Doña Ana MDWCA revenue exceeds its expenditures. Mrs. Horton explained that the expenditures would catch up at the end of the fiscal year because most of the bills are due in June.

New Business

Mrs. Jennifer Horton Suggested that the Board of Directors adopt a new set of policies on July 1, 2015. Below is a list of policies that were updated for the new fiscal year.

1. Policy 1000.015 Accounts Receivable
 - A. No change/ Reformatted
2. Policy 1005.015 Bad Check Policy
 - A. Changed fee from \$25 to \$40
 - B. Changed unlimited time to 24 months in which The Association will not accept checks from customers that have multiple NSF's (returned checks).
3. Policy 1009.015 Penalty Policy
 - A. Changed cut-off time from 5p.m. to 1p.m.
 - B. Changed due date from the 15th to the 25th of the month.
4. Policy 1010.015 Non-Payment and Interruption of Service
 - A. Changed cut off time from 5p.m. to 3p.m.
5. Policy 1011.015 Service Calls
 - A. No change/ Reformatted
6. Policy 1012.015 Unauthorized Use of Water
 - A. No change/ Reformatted
7. Policy 1016.015 Deposit Risk
 - A. No change/ Reformatted
8. Policy 1017.015 Investment Policy
 - A. No change/ Reformatted
9. Policy 1018.015 Whistleblower
 - A. No change/ Reformatted
10. Policy 1019.015 Computer Usage

A. No change/ Reformatted

11. Policy 1020.015 Cell Phone Usage

A. No change/ Reformatted

Consent Agenda- No business to discuss.

Unfinished Business

Mrs. Balizan moved to approve the resignation of Board Member Ms. Emma Garcia, due to medical reasons; the Motion was seconded by Jamie 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 asked that all the members of the board to submit two questions to ask potential candidates for the District 2 Representative position before the Regular Board Meeting on March 24, 2015.

Mr. Melton also requested a special meeting for March 27, 2015 at Doña Ana Mutual Domestic Water Consumers Association Board Room located at 5535 Ledesma Dr. Las Cruces Nm at 2 p.m.

Mrs. Balizan moved to approve the motion for a new truck; the motion was seconded by Mrs. Kay Trujillo. The Chair called for discussion of the motion. The Chair called for a vote of the motion; the motion carried by roll call 4-0.

Mrs. Balizan moved to approve the purchase of a 2014 Chevy Silverado from Bravo Cadillac for \$18,066.21; the motion was seconded Mrs. Kay Trujillo. The Chair called for a discussion of the motion; the motion carried by roll call 4-0.

Closed Session

No business to discuss.

Adjournment

Motion to adjourn was made by Mrs. Balizan; seconded by Mrs. Kay Trujillo. The Meeting Adjourned at 11:08 a.m.

Respectfully submitted:



Agnes Balizan, Secretary/Treasurer



Date