



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, July 14, 2015, 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- 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- Kurt Anderson, Present

Others in Attendance:

Executive Director- Jennifer Horton, Present

Projects Manager- Abenicio Fernandez, Present

Legal Counsel- Lee E. Peters, Present

Administrative Assistant- Edward B. Salomón, Present

Approval of Agenda

Mr. Anderson moved to approve the agenda as presented; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Minutes

Mrs. Balizan moved to approve the Regular Board Meeting Minutes of July 14, 2015 as presented; the motion was seconded by Mr. Anderson. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

New Members & New Meters- See attachment

Mrs. Balizan moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Anderson. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Customer Issues and Public Input

Mr. Larry Underwood; engineer, has a client by the name of Glen Porter. Mr. Porter owns the property where they plan to develop the River Walk Estates. Mr. Porter indicated that he received a "will serve water" letter from Doña Ana MDWCA but has yet to receive a "will serve wastewater" letter which does not allow him to develop the property.

Mrs. Horton responded by saying that Doña Ana MDWCA is waiting on the City of Las Cruces to approve the agreement for wastewater treatment before Doña Ana MDWCA can begin to serve wastewater to Mr. Porters development. Mrs. Horton contacts the City of Las Cruces on a weekly basis.

Mr. Underwood asked if it would be a good idea to contact the city themselves to try to get the agreement approved. The Board of Directors agreed that this would be a good idea to expedite the process.

Mr. Hayhoe has had a series of meetings with the Doña Ana County Fire Marshall and the Doña Ana County Commissioner in regards to improving fire response time to the Picacho Hills area. The Picacho Home Owners Association is looking to have the Mesilla Fire Department as the primary support for fire emergencies.

Mr. Hayhoe also mentioned an email which he had sent to Mr. Melton regarding complaints sent to the Attorney General and the New Mexico Environment Department which were attributed to Mr. Robert Crowley. He wanted to clarify that not only Mr. Crowley and himself but also 12 other residents of the Picacho Hills area had signed all seven of the complaints; however, none of the other 12 were identified by name.

Mr. Gradwahl mentioned that he sent a letter to Mrs. Horton and Mrs. Trujillo regarding the exposed sewer lines in Picacho Hills. Mr. Gradwahl was concerned that the recent rain storms have exposed more of the sewer line. Mr. Melton replied to Mr. Gradwahl that Doña Ana MDWCA would be having a meeting on August 12, 2015 to gather information about the areas of concern. In addition they would try to identify plans of action as well as funding sources.

Board President Report

Mr. Melton reports:

Mr. Melton was happy to report that after initiation of the integration of the first of three (3) privately owned water and wastewater utilities into Doña Ana Mutual Domestic Water Consumers Association, has reached a major milestone has been reached. Every individual or organization that is receiving service from Doña Ana MDWCA is now a member of the Association.

Mr. Melton, Mrs. Horton, Mr. Fernandez and Mrs. Trujillo met with the County Fire Marshall to discuss his recommendations concerning fire control systems owned and maintained by the Association. Specific discussion was directed toward any advantage to be gained by the Association "adopting" any part of either the IFC or the NFPA Codes. Fire Marshall Monsiviaz indicated that he did not particularly feel that there was such a requirement for Doña Ana MDWCA as long as we continued working with the Fire Marshall and his staff, and did not think there was any significance to be gained by adopting the International Fire Code because the Association is complying as best as it can due to the circumstances we are working under. We all agreed that the provisions of the International Fire Code and the National Fire Protection Agency (NFPA) codes are applicable but are intended to be incorporated in to local code, ordinances and statutes. His specific major area of concern for the Picacho Hills area was the lack of more than one storage tank as well as the condition of the existing tank. The Fire Marshall did recognize that maintenance of fire hydrants has been severely lacking in the Picacho Hills area but is satisfied with the efforts which have been completed since December 2013. He did emphasize that he was much more concerned with the limited numbers of fire hydrants installed in other portions of the Doña Ana MDWCA system (specifically mentioning the Ft. Selden/Radium Springs area) as well as areas which lack sufficiently large main supply lines to support fire control efforts and urged us to concentrate on upgrades to those shortfalls. Finally, Mr. Melton mentioned a potential personnel issue that was brought to his and Mrs. Trujillo's attention.

In closing, Mr. Melton mentioned a potential personnel issue that was brought to the attention of the Personnel Committee (himself and Mrs. Trujillo). The issue was discussed with personnel involved; there was no violation of Doña Ana MDWCA personnel guidelines, nor was there any impact on association business; therefore, the issue was put to rest with no further action deemed necessary.

Staff Reports

Administration Department- See attachment A

Customer Service Department-See attachment B

Operations Department- See attachment C

Project Department

Mr. Fernandez Reports:

Under Construction

Picacho Hills

Picacho Hills Tanks- Souder, Miller and Associates (SMA) have received final approval from New Mexico Environmental Department Drinking Water Bureau (NMED DWB). SMA is using the information from the pump test conducted last week to modify the design to upsize the booster station and include additional pressure reducing valves (PRV). SMA anticipates the design being submitted for final approval before the end of July 2015.

District 5 SUP/ETZ Application- As soon as the signed easements for the tank site are recorded at the County, SMA will receive approval from Doña Ana County (DAC) and therefore should receive approval from the City of Las Cruces (CLC) for the Extraterritorial Zoning (ETZ) Application. At that point, SMA will submit the Doña Ana County Special Use Permit (SUP) application.

District 5 Wastewater Discharge Plan- The project will continue once NMED Ground Water Quality Bureau (GWQB) approves the approach outlined in the Wastewater Preliminary Engineering Report (PER).

District 5 Headwork's- Environmental Protection Agency (EPA) is currently reviewing the environmental clearance and working on the Finding of No Significant Impact (FONSI) report.

District 5 Building- Construction commenced April 6, 2015. The Contractor has completed erecting the building and framing the interior. The building utilities are complete and the contractor has started closing in the interior walls. The exterior concrete work (curb, gutter, flatwork and parking pad) are scheduled for completion in the next two (2) weeks. The Contractor expects to complete the project before the end of July 2015.

Miscellaneous Projects

Fairview Water- Construction plans and technical specifications were submitted to the following agencies: City of Las Cruces, Doña Ana County, Elephant Butte Irrigation District (EBID), International Boundary Water Commission (IBWC), New Mexico Department of Transportation (NMDOT), NMED Construction Programs Bureau (CPB) and NMED DWB. Project has received approval from NMED DWB and IBWC. SMA has made modifications to the construction plans and technical specification based on review agency comments. The plan set and specifications were submitted on June 5, 2015 for agency review.

SE Collection- Doña Ana MDWCA received \$317,611 in Colonias Infrastructure Fund (CIF) funding to complete an initial phase of the project. Doña Ana MDWCA must

complete a list of "Readiness to Proceed" items by September 30, 2015 to secure the funding. Approval of the project construction plans and technical specifications by regulatory agencies is included in the list of required actions. However, there is no regulatory agency to review the collection plan set and a letter from NMED GWQB stating they will not review the drawings will be required. Doña Ana MDWCA staff has a design meeting with SMA on July 9, 2015 to finalize the scope for CIF funding.

PERs AND EIDs

District 5 Wastewater PER- 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. Doña Ana MDWCA and SMA has reached out to NMED GWQB on a number of occasions (including this week) but still has not received written comments from NMED GWQB.

SCADA Implementation Project- SMA provided a revised set of design plans for client review on June 25, 2015 and met with Doña Ana MDWCA to review comments on July 2, 2015. A design 'charrette' is planned for July 9, 2015 to finalize the design. The revised plans, contract documents and technical specifications should be submitted to NMED Construction Projects Bureau (CPB) for approval by July 15, 2015.

GIS Mapping- We received the valve exerciser. A mapping exercise of the system will be put together at the end of the month.

Surface Water Transmission Ph II, Armstrong Ph II, Elks IV- Gallardo Construction has completed asphalt repairs on Elks Drive and Lujan Hill. The City approved the patch on Elks, and NMDOT accept the patch work on Lujan Hill. The pavement on Myles

Road has not been repaired. We are still waiting to hear from Mr. René Molina of DAC to find out what will be required for the County to accept the pavement.

Railroad Crossings- SMA has completed internal review of the drawings, contract documents and technical specifications and plans to revise the design and submit to NMED CPB for review and approval by July 17, 2015.

Executive Director

On July 1, 2015 Doña Ana MDWCA had regular monthly disconnects; Doña Ana MDWCA also had disconnects for individuals who have not completed paperwork for membership. All of the accounts that were disconnected will follow the Accounts Receivable policy for pulling meters. Doña Ana MDWCA had issues with the billing going out on time for the month of July 2015 and we still have not received a reason from our billing company as to what caused the oversight. Doña Ana MDWCA will make sure there are procedures in place going forward to prevent these issues. Doña Ana MDWCA will be seeking bids for a new printing company once our conversion is complete. Due to this issue Mrs. Horton has moved disconnection day to July 24, 2015. Mrs. Horton mentioned that the new payment portal will be up on July 24, 2015, reoccurring billing and E-Billing is ready to operate.

Mrs. Horton also discussed the following funding; Doña Ana MDWCA closed July 9, 2015 on two (2) Colonias Grants which will fund system upgrade designs for Fairview and system upgrades as well as upgrades to the fire suppression design for Radium Springs. Doña Ana MDWCA also closed on 2 million dollar loan from the Rural Infrastructure Program (RIP) which is allocated for water or wastewater improvements in Picacho Hills. Doña Ana MDWCA also received information that Doña Ana MDWCA is on the top 5 fundable list for a second drinking water state revolving loan fund for 3 million dollars to pay for the tanks in Picacho Hills. Doña Ana MDWCA is also one of

the three final applications for USDA in the current funding cycle. Doña Ana MDWCA also submitted another funding application but Mrs. Horton does not expect it will hit this funding cycle, but the next funding cycle for the Southeast Collection System. Mrs. Horton is expecting to see a lot of money coming in to begin all of the projects Doña Ana MDWCA has in line.

Unfinished Business

Mr. Anderson moved to approve Resolution 2015-13 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority as presented; Motion was seconded by Mrs. Balizan. The Chair moved for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Recess

Mr. Anderson moved to recess at 10:30 A.M.; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Mr. Anderson moved to go back into open session at 11:07 A.M.; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Closed Session

Mr. Anderson moved to go into Closed Session at 11:10 A.M.; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

As authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8), the following portion of the Board Meeting will be conducted in close session:

1. Real Property and Water Right Acquisition
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

Mr. Anderson moved to go into Open Session at 3:51 P.M.; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Mr. Melton reported that there were no items requiring action that were discussed while in closed session.

Legal Update

Mr. Peters was unavailable for a legal update.

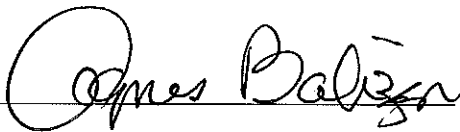
Fiscal Year 2015-2016 Final Budget Presentation and Discussion

Mrs. Horton explained the 2015-2016 Budget to the Board of Directors; she mentions some of the numbers were not correct due to the fact Doña Ana MDWCA is still closing out the 2015 Fiscal year. Mrs. Horton discussed the revenue portion of the budget and explained the number may have to be adjusted pending the outcome of the scheduled rate study October 1, 2015. Mrs. Horton also explained the expense portion of the 2015-2016 Fiscal Year budgets. One of the big expenses that Doña Ana MDWCA has is switching over to the Tyler billing system. Mrs. Horton also budgeted for repairs to Well 8 as well as repairs that may occur in Picacho Hills due to the infrastructure in that area being so outdated causing line breaks. Mrs. Horton also went over personnel expenses and Mrs. Horton budgeted for a 3% increase in staff wages but clarified to the Board of Directors

that not everyone will receive a 3% increase. She explained that the increase will be based on the evaluations of all personnel. Finally, Mrs. Horton went over wish list items for the new fiscal year. Some of the items include a network server, firewall/ network switch, office surveillance, replacement workstations, AutoCAD software, and artwork. Operations has a wish list that also includes the workshop at Picacho Hills, two (2) backhoes, backup generator, tapping machine, electric security gates, vacuum trailer, and ride on trencher. The wish list budget was just under 550,000 dollars.

Adjournment

Mr. Anderson moved to adjourn at 5:04 P.M.; the motion was seconded by Mrs. Balizan. The Chair Called for discussion of the motion. The Chair called for a vote on the motion: and the motion carried by roll call vote 5-0.



Secretary/ Treasurer

Mrs. Agnes Balizan

7/28/15
Date



DAMDWCA Administration Department

Report

July 13, 2015

I. Expenditures

1. Expenditure Report from 06/05/2015 to 07/05/2015. (Attached)

II. Accounts Receivables

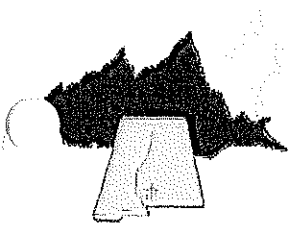
1. Dona Ana County billing was \$954.00 for 318 Waste Water Users; they currently owe this amount for July 2015.

III. Accounting

1. General Ledger account reconciliation is in process for preparation for end of year.

IV. Current Open Positions

1. Currently Operations has (1) vacancy for Water and/or Waster Water Operator.
2. A current listing of open positions can be obtained on the DAMDWCA website www.dawater.org. In addition to the listing are the job descriptions and job requirements for all vacant positions.



DAMDWCA Customer Service Department

Report

14 July 2015

I. Billing:

1. On June 26, 2015 a total of 5,247 billing statements were submitted for printing to goDirect, however after receiving many customer phone calls regarding billing statements I pulled the postage information for goDirect and noticed that only 3,310 statements were mailed. I contacted Denise in order to see why there was a difference. A file was found by goDirect staff members with 1,959 billing statements were not printed. Those bills were sent out on Friday July 10, 2015. Due to this the penalty day has been rescheduled.

II. Penalties:

1. Penalties for June totaled: \$11,580.03.
2. Penalties have been rescheduled from July 15, 2015 to July 24, 2015 due to the billing error.

III. Disconnects:

1. On July 1, 2015 we disconnected for both non-payment and non-compliance accounts. There were a total of 42 accounts for disconnections and a total of 9 accounts for non-compliance.

Dona Ana: 32

Ft. Selden: 6

Picacho Hills: 2

Fairview: 2

Non-Compliance: 4

Non-Compliance: 5

2. Total Reconnections for June 2015: 35
3. Total Non-Compliance accounts restored: 3
4. Disconnects are scheduled for July 21, 2015

IV. Membership Certificates: As of July 13, 2015 we currently have no certificated issued for new members. We have been short staffed and have been unable to issue any new certificates.

V. Document Scanning as of June 2, 2015: 40 percent complete – Due to being short staffed we have been unable to continue in the scanning process.

VI. Total Membership as of July 13, 2015 was: 4,236

VII. Total number of Connections as of July 1, 2015: 5,463

Operations Manager's Report

July 1, 2015

Doña Ana MDWCA, Doña Ana MDWCA @ Ft. Selden Water System, Doña Ana MDWCA @ Picacho Hills Water System, and Doña Ana MDWCA @ Fairview Estates Water System

Production Report for Month of June 2015

Doña Ana MDWCA System:

- ✔ 60,109,043 gallons of water pumped for the month of June and reported to the New Mexico Office of the State Engineers. (see attached sheet)
- ✔ Water Conservation Fee in the amount of \$1,833.27 was submitted for the month of June.
- ✔ Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. Nine (9) samples were taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- ✔ TTHM and HAA5 quarterly samples taken and sent to lab.
- ✔ Dona Ana water meters were read on 6/16/15 – Re-reads also completed.
- ✔ There were 4 new water services installed within the Doña Ana MDWCA System.
- ✔ There are 4,097 water service connections within this system.
- ✔ Vehicle and Equipment maintenance were conducted throughout the month.
- ✔ Maintenance on-going on all wells, booster stations, and well houses.
- ✔ Repaired 9 service leaks in the D.A. service area.
- ✔ Repaired 6 inch main leak on Dona Ana School Rd. which required a 20 x 50 pavement cut. Contacted 3 contractors for estimates to replace asphalt.
- ✔ Wells #2, #5, #7 and #8 are on-line and alternating Wells # 6 is off and ready when needed.
- ✔ Installed D.A Water decals on 3 new trucks. G.P.S. units were also installed.
- ✔ Conducted End of Fiscal year inventory.
- ✔ Static and Drawdowns taken at wells.
- ✔ Consumer Confidence Report (CCR) was completed and is on-line at our web site. Affidavit and a hard copy were turned into N.M.E.D.
- ✔ Replaced valve box collar located on D.A Rd./Helens Place
- ✔ A new street valve and fire hydrant exerciser for D.A system has been delivered. Valve exercise program should start in August beginning in Ft. Selden.
- ✔ Physically located 10 inch main between Roadrunner and Burke Road. Contractor installing 30 inch culvert under our main.
- ✔ Replaced A/C pads at Well #2 Booster Station.
- ✔ Contacted John Erwin of McGard LLC. On the recall of manhole covers used on the Surface Water Project vaults. Total of 46 were installed and will need to be replaced at no cost to the association.

Doña Ana MDWCA @ Ft. Selden System:

- ✔ 5,056,619 gallons of water pumped for the month of June and submitted to the New Mexico Office of the State Engineers. (see attached sheets)
- ✔ Water Conservation Fee in the amount of \$151.70 was submitted for the month of June.
- ✔ 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 6/15/15.
- ✔ All re-reads completed.
- ✔ No new water services were installed within the Ft. 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.
- ✔ Conducted end of fiscal year inventory at shop.
- ✔ Repaired 2 service leaks.
- ✔ Replaced leaking valve at chlorine room.
- ✔ Installed wash basin and plumbed into the shop.
- ✔ CCR Report completed and is available on-line at our web site. Affidavit and hard copy was turned in to N.M.E.D.

Operations Manager's Report

July 1, 2015

Doña Ana MDWCA @ Picacho Hills System:

- 12,772,516 gallons of water pumped for the month of June and submitted to the New Mexico Office of the State Engineers. (see attached sheets)
- Water Conservation Fee in the amount of \$383.18 was submitted for the month of June.
- 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.
- TTHM and HAA5 samples were collected and sent to lab.
- All water meters were read the 6 /15/15.
- All re-reads completed
- There was 0 new service installed in Picacho Hills.
- There are 914 water service connections within this system.
- Tied in new 3/4 water service line to new shop building.
- Installed 140 ft. of 4" PVC wastewater line at Picacho Hills shop and tied in to sewer main.
- Repaired 4 service leaks/angle valves.
- Inspections were conducted at Well and Tank sites. (Weed Control)
- Set up well 14 and conducted flow and pressure test for Souder Miller.
- Fire hydrant maintenance is complete. (198 total Hydrants in system.)
- Street valve exerciser for Picacho Hills has been delivered. System will be scheduled for valve exercise program.
- CCR report completed and is available on-line at our web site. Affidavit and hard copy delivered to N.M.E.D.

Doña Ana MDWCA @ Fairview Water System:

- 810,570 gallons were pumped for the month of June.
- Water Conservation Fee in the amount of \$24.32 was submitted for the month of June.
- Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was taken for the month at alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau.
- All water meters were read on 6/15/15.
- There was no new water service installed within the Fairview Estates Water System.
- There are 53 water service connections within this system.
- Inspections were conducted at Wells and Pressure Tank site. (Weed control ect.)
- Wells#9 and #10 are currently set to operate on auto-cycle.
- CCR report completed. Affidavit and hard copy sent to N.M.E.D.
- Flushed and inspected Apple view well and put on-line.
- Tap and tie-in pending for emergency 2" water service hook-up. (Back flow Preventer and Pressure Reducing Valve.)

Respectfully Submitted,
Orlando Parra
Operations Manager