



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 Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, August 11, 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 at 9:22A.M.

Administrative Assistant- Edward B. Salomón, Present

Approval of Agenda

Mrs. Balizan moved to approve the agenda 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.

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

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.

Board President Report

Mr. Melton reports:

Mr. Melton was happy to report that it appears that Doña Ana Mutual Domestic Water Consumers Association (MDWCA) has had minimal issues with software conversion. Mr. Melton complimented the customer service representatives for having the total number of Association Members and total number of connections available for the public to view. One of the main issues Mr. Melton was aware of was that the bill that was sent out did not indicate the mailing address for mail payments. Mrs. Horton mentioned that the issue has already been resolved and will be corrected in the next billing cycle.

Staff Reports

Administration Department- See attachment A

Mrs. Calhoun Reports:

Customer Service Department-See attachment B

Ms. Shelsea Reports:

Operations Department- See attachment C

Mr. Parra Reports:

Project Department

Mr. Fernandez Reports:

Tanks at Picacho Hills

Souder Miller and Associates (SMA) have received final approval from New Mexico Environmental Department (NMED) Drinking Water Bureau (DWB). SMA are using the information from the pump test from last month to modify the design to upsize the booster station and include additional pressure reducing valves (PRVs). SMA has contracted the driller of Well 15 and pump manufacture for the booster station to request additional technical information. SMA anticipates the design being submitted for final approval before the end of August 2015. NMED DWB has returned the design plans and SMA is incorporating their suggestions and SMA has contacted the organization that originally drilled the well for PHUC and requested technical data.

District 5 SUP/ETZ Application

The signed easements for the tank sites have been recorded at the County, SMA should receive approval from Doña Ana County (DAC) and therefore should receive approval from the City of Las Cruces (CLC) for the extra territorial zoning (ETZ) Application. SMA will be submitting 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). This task is approximately 40% complete

District 5 Headworks

We has received categorical exclusion for this project from the EPA and has contacted the low bidder from the September 8, 2014 bid opening to verify that the costs bid are still applicable. Response from the contractor is anticipated prior to August 14, 2015.

District 5 Building

Construction commenced April 6, 2015. The Contractor has completed erecting the building, framing the interior and closing in the walls, building utilities, and exterior concrete work (curb, gutter, flatwork and parking pad). The majority of the project is complete; the Contractor is waiting for the lab cabinets to arrive in the next two weeks.

Miscellaneous Projects

Fairview Water

Construction plans and technical specifications were submitted to the following agencies: CLC, DAC, Elephant Butte Irrigation District (EBID), International Boundary and Water Commission (IBWC), New Mexico Department of Transportation (NMDOT), NMED Construction Projects Bureau (CPB) and NMED DWB. The project has received approval from NMED DWB and IBWC. SMA has made modifications to the construction plans and technical specification based on review agency and Doña Ana MDWCA comments. The plan set and contract documents will be resubmitted to Doña Ana MDWCA, NMED CPB, DAC, and NMDOT.

Southeast Collection

Doña Ana MDWCA received \$317,611 in 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; SMA has requested this letter (or email) from NMED GWQB. SMA submitted the plans, contract documents and technical specifications for the entire project to Doña Ana MDWCA on August 10, 2015.

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 have reached out to NMED GWQB on a number of occasions but have not received written comments from NMED GWQB.

Supervisory Control and Data Acquisition (SCADA) Implementation Project

We have received both valve exercisers and a plan will be put together to begin logging GIS points for various parts of our system.

GIS Mapping

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

SW Transmission Ph II, Armstrong Ph II, Elks IV

The pavement issues on Myles Road have not been resolved as of August 11, 2015. We are still waiting on an official response from Mr. René Molina of DAC Engineering to determine specific requirements for acceptance by the county.

Railroad Crossings

SMA has completed internal review of the drawings, contract documents and technical specifications and plans to revise the design and submit to Doña Ana MDWCA for review by August 14, 2015.

Radium Springs PER

SMA has received review comments from United States Department of Agriculture (USDA) Rural Development (RD). SMA will address comments and return revised PER to Doña Ana MDWCA and USDA RD on or before the end of August 2015.

Executive Director

Mrs. Horton Reports:

Mrs. Horton reported that Doña Ana MDWCA is up and running with the new billing software which is good news for The Association and its Members. There were some issues with bills that were mailed out being returned. Mrs. Horton said that the customer service representatives will go through all the return mail to figure out the issue. Mrs. Horton also reported that the website payment portal is working and ready for Association Members to use. Mrs. Horton mentioned that there are still issues with accepting credit card but hoped to have the issue resolved very soon. Mrs. Horton and Ms. Shelsea will be training on August 20, 2015 for Tyler Notify which is the calling system which will notify Association Members when they are past due. Mrs. Horton discussed having the two (2) water tanks in Radium Springs cleaned by M&M Tank. Doña Ana MDWCA decided not to clean the North Tank because it would be over the \$500,000 dollar threshold. The Board of Directors decided to discuss the issue at a later date. Mrs. Horton reported that the Las Cruces Fire Marshall had an issue with the fire

hydrant caps at Columbia Elementary School and Vista Middle School. Although Doña Ana MDWCA issued the Las Cruces Fire Department two (2) wrenches to access the hydrants, The Fire Marshall requested that we provide six (6) more wrenches or remove the caps. We have changed the caps to something that is comparable to avoid any further issues.

Unfinished Business

Mrs. Balizan moved to approve the paving bid to Cross Town Construction 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.

Mrs. Balizan moved to approve Resolution 2015-16 and Amendment to Agreement to Transfer Interest in Ownership, Operation, and Maintenance of Waste Water Collection System in the Community of Doña Ana County 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.

Closed Session

Mrs. Balizan moved to go into Closed Session at 10:47 A.M.; 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.

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

Mrs. Balizan moved to go into Open Session at 12:08 P.M.; 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.

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

Legal Update

Mr. Peters Reports:

Westmoreland Case- is still awaiting a decision from the Judge following the November 2014 trial.

Moongate Case- the Judge denied both parties' motions for summary judgment, so trial will be held in December.

Mr. Peters was told that the emergency authorization for Well 15 in Picacho Hills was mailed out by the State Engineer, but no one has seen it yet. Work on the Village of Hatch easement to complete the deeds and easements necessary for the new storage tank and connecting lines in Picacho Hills is continuing and we hope to have that easement soon.

Mr. Peters handed out to the Board members a summary page of the Association's water rights and pumping records, as well as a corrected page of the surface water rights inventory.

Open Discussion

Mr. Anderson asked if he would be able to attend a meeting in Taos New Mexico. Mrs. Horton asked for Mr. Anderson to give the information for the meeting and she would get him registered for the event.

Mr. Melton asked if we had plans to maintain an awareness of the meeting dates and agendas for Legislative Committees as the Session draws nearer. Mrs. Horton replied in the affirmative.

Mrs. Horton discussed the Associations Personnel Manual that she sent off to a law firm in Albuquerque, New Mexico for review. The law firm has agreed to rewrite the Personnel Manual for the amount of \$7,500 dollars. Doña Ana MDWCA has budgeted for this item.

Adjournment

Mrs. Balizan moved to adjourn at 12:21 P.M.; the motion was seconded by Mr. Anderson. 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

8/25/15
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

11 August 2015

I. Billing:

1. Billing was submitted to Go Direct on July 30, 2015 through our new billing program. Due to us processing billing in the Tyler program the bills were printed and mailed out by Go Direct on Tuesday August 4, 2015. Notices were also included letting customers know if changes to their customer account numbers and if any changes

II. Penalties:

1. Penalties for July totaled: \$8,152.16.
2. Penalties are scheduled for August 18, 2015.

III. Disconnects:

1. On July 21, 2015 we disconnected accounts for non-payment. A total of 43 accounts were disconnected.

Dona Ana: 33

Ft. Selden: 6

Picacho Hills: 2

Fairview: 2

2. Total Reconnections for July 2015: 36
3. Disconnections are scheduled for August 24, 2015

IV. Membership Certificates: Membership certificates are starting to get printed again and currently have 10 files for signatures.

V. Document Scanning: We have a new temp from Dickason Personnel Services who has continued our scanning and filing project. We are approximately 42% done with this project.

VI. Total Membership as of July 13, 2015 were: 4,236; as we have moved over to the new Tyler program I am still trying to figure out how to pull some of the reporting forms in order to get you an accurate number.

VII. Total number of Connections as of August 5, 2015: 5,470

Operations Manager's Report

August 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 July 2015

Doña Ana MDWCA System:

- 43,547,088 gallons of water pumped for the month of July and reported to the New Mexico Office of the State Engineers. (see attached sheet)
- Water Conservation Fee in the amount of \$1,306.41 was submitted for the month of July.
- 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.
- Dona Ana water meters were read on 7/14/15 – Re-reads also completed.
- There were 7 new water services installed within the Doña Ana MDWCA System.
- There are 4,104 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.
- Started Lead and Copper samples. (30 samples required, every three years)
- Weed control in D.A. (Wells, hydrants, tank sites).
- Repaired 2 inch main break on Apache Canyon Road.
- Repaired 7 service leaks/angle valves in the D.A. service area.
- Repaired 6 inch main leak on Dona Ana School Rd. which required a 20 x 50 pavement cut. Contracted Three Cross Construction Co. for asphalt replacement. Scheduled for 8/5/15
- Wells #2, #5, #7 and #8 are on-line and alternating Wells # 6 is off and ready when needed.
- Static and Drawdowns taken at wells.
- A new street valve and fire hydrant exerciser for D.A system has been delivered. Program pending in Dona Ana system.
- Clean and inspected Pressure Reducing Valves in manholes on Thorpe Rd. and on Pedro Madrid Rd.
- Re-bore two 3/4 water service lines on Keelo Rd. due to leaks under pavement.
- Contracted by Pure Ops for two 6 inch taps in Brazito.NM. (Sent out invoice for services.)
- Contracted by Pure Ops to repair 2 inch main break at Winterhaven Mobile Home Park. (Sent out invoice for services.)

Doña Ana MDWCA @ Ft. Selden System:

- 5,091,282 gallons of water pumped for the month of July and submitted to the New Mexico Office of the State Engineers. (see attached sheets)
- Water Conservation Fee in the amount of \$152.74 was submitted for the month of July.
- 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 7/13/15.
- 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.
- I.C.S. Solutions called in to repair transducer problem at Soldier Tank damaged by lightning during storm causing tank to overflow.
- Eliminated a broken 2 and 4 inch valve at Soldier Tank (pressure problems).
- Started Lead and Copper sampling. (10 samples required.)

Operations Manager's Report

August 1, 2015

Doña Ana MDWCA @ Picacho Hills System:

- 11,534,792 gallons of water pumped for the month of July and submitted to the New Mexico Office of the State Engineers. (see attached sheets)
- Water Conservation Fee in the amount of \$346.04 was submitted for the month of July.
- 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 the 7/13/15.
- All re-reads completed
- There was 0 new service installed in Picacho Hills.
- There are 914 water service connections within this system.
- Repaired 3 service leaks/angle valves.
- Repaired 6 inch main break on Via Norte/Vista De Oro (no water services were interrupted.) Contracted Three Cross Construction for asphalt repair. Scheduled for 8/6/15
- Inspections were conducted at Well and Tank sites. (Weed Control)
- Started Lead and Copper samples. (10 samples required every three years) Turned in sample site plan to N.M.E.D.
- Street valve exerciser for Picacho Hills has been delivered. Crew has started vacuuming out valve boxes to prepare for exercise program and GPS.
- Repaired and/or replaced 30 ft. of chain link fence at Waste Water Plant damaged when installing sewer main.
- Acquiring prices to replace solenoid at Well 16A control valve.

Doña Ana MDWCA @ Fairview Water System:

- 556,890 gallons were pumped for the month of July.
- Water Conservation Fee in the amount of \$16.71 was submitted for the month of July.
- 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 7/13/15.
- 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.)
- Wells#9 and #10 are currently set to operate on auto-cycle.
- Hung out 10 water outage notices. 2 inch bore and tied-in emergency 2" water service hook-up. (Back flow Preventer and Pressure Reducing Valve.) Service is ready when needed.

Respectfully Submitted,
Orlando Parra
Operations Manager