



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, September 8, 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, Absent

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

Approval of Agenda

Mr. Anderson moved to approve the agenda as amended; 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 4-0.

Minutes

Mr. Anderson moved to approve the Regular Board Meeting Minutes of August 25, 2015 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 4-0.

New Members & New Meters

Mr. Anderson moved to approve the New Members and New Meters list 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 4-0.

Customer Issues and Public Input

Mr. Fernandez disputed his bill due to a bad meter. After reviewing Mr. Fernandez's billing history the Board of Directors found that his bill went up due to a several year history of higher usage in the summer months. The meter was also tested by a third party and it was operating correctly. There was no action required from the Board of Directors.

Board President Report

Mr. Melton reports:

Mr. Melton and Mrs. Trujillo attended the deposition of Jeff Gariano, Vice-President of Moongate Water in preparation for the trial that is coming up in December 2015. Mr. Melton felt that he gained significant insight to the history of Doña Ana MDWCA and Moongate Water.

Staff Reports

Administration Department-

Mrs. Calhoun Reports: See attachment A

Customer Service Department-

Ms. Shelsea Reports: See attachment B

Operations Department

Mr. Parra Reports: See attachment C

Project Department

Mr. Fernandez Reports: See Attachment D

Executive Director

Mrs. Horton Reports:

Mrs. Horton went over the itinerary for the Board Members that are going to Oklahoma for a seminar at the end of September 2015. She also mentioned to the Board of directors that there would be another training seminar in Albuquerque in November 2015. She asked which Board Members would like to attend so that she could make arrangements for them. Mrs. Horton mentioned that she would be headed to Santa Fe on September 14, 2015 for The State Board of Finance Meeting.

Unfinished Business

Mr. Anderson moved to approve the award to M&M Tank for the tank rehabilitation project as presented; the motion was seconded by Mrs. Trujillo. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Mrs. Balizan moved to approve Resolution 2015-17 Amend 2015-2016 Operation Budget 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 4-0.

The Board of Directors discussed the job description of the Executive Director and confirmed that the desire of the Board was for Mr. Melton and one other member bring a proposal to the table at the Regular Meeting on October 27, 2015 for comment and potential finalization.

Closed Session

Mrs. Balizan moved to go into Closed Session at 11:08 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 4-0.

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 11:35A.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 4-0.

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

Legal Update

Mr. Peters Reports:

There is no decision yet in the Westmoreland case. The Moongate case is being prepared for trial in December 2015. We have filed a motion to strike Moongate's late naming of an expert witness. Depositions will be scheduled during the week of October 19-23, 2015. The Board of Finance will consider approval of the wastewater system transfer from the County at its meeting on September 15, 2015 in Santa Fe. Advice has been provided regarding the Eastlack claim against the Association. Publication of notice of the application for the third well in Picacho Hills has been completed.

Open Discussion

Mrs. Horton mentioned that she would be out on vacation September 10-11, 2015; Mr. Fernandez will be left in charge while she is out.

Adjournment

Mrs. Balizan moved to adjourn at 11:44 A.M.; the motion was seconded by Mr. Anderson. The Chair called for a vote on the motion: and the motion carried by roll call vote 4-0.



Secretary/ Treasurer



Date

Mrs. Agnes Balizan



DAMDWCA Administration Department

Report

September 8, 2015

I. Expenditures

1. Expenditure Report from 08/05/2015 to 09/05/2015. (Attached)

II. Accounts Receivables

1. As previously reported, due to the new billing system we were unable to give you figures for the amount of DAC Waste Water user for July 2015. This issue was resolved and working with DAC we billed Dona Ana County \$930.00 for 310 Waste Water Users which was paid in August 2015.
2. Dona Ana County billing was \$915.00 for 305 Waste Water Users; they currently owe this amount for August 2015.

III. 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.
 - A. We have had several applications for this position however none of the candidates met the job requirements for the position.



Dona Ana MDWCA

Check Report

By Check Number

Date Range: 08/05/2015 - 09/05/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1014	Aire-Hydraulics	08/11/2015	EFT	0.00	19.31	278
1131	Hoop T Dudes, Inc.	08/11/2015	EFT	0.00	687.79	279
1027	Madrid, Blanca	08/11/2015	EFT	0.00	1,830.00	280
1167	New Mexico OneCall	08/11/2015	EFT	0.00	9.70	281
1155	Peters Law Firm, LLC.	08/11/2015	EFT	0.00	11,181.62	282
1193	PTS Office Systems	08/11/2015	EFT	0.00	504.34	283
1193	PTS Office Systems	08/11/2015	EFT	0.00	5,414.30	284
1186	Pure Operations LLC	08/11/2015	EFT	0.00	2,789.80	285
862451	HARPER, BEA	08/17/2015	EFT	0.00	640.46	286
1019	At Your Service, Inc.	08/26/2015	EFT	0.00	56.86	287
1070	Dickason Personnel	08/26/2015	EFT	0.00	16.25	288
1070	Dickason Personnel	08/26/2015	EFT	0.00	562.76	289
1070	Dickason Personnel	08/26/2015	EFT	0.00	162.73	290
1059	Dona Ana County Financial Services	08/26/2015	EFT	0.00	8,224.27	291
1368	HUMPHREY & ODE, P.C.	08/26/2015	EFT	0.00	217.46	292
1181	Parra, Orlando	08/26/2015	EFT	0.00	5.00	293
1193	PTS Office Systems	08/26/2015	EFT	0.00	208.31	294
1359	AFTER HOURS CLEANING SERVICE	08/10/2015	Regular	0.00	539.69	21078
1008	American Document Services	08/10/2015	Regular	0.00	65.64	21079
1012	Balizan, Agnes	08/10/2015	Regular	0.00	211.34	21080
1405	DR. KURT ANDERSON	08/10/2015	Regular	0.00	190.00	21081
1104	FedEx	08/10/2015	Regular	0.00	100.80	21082
1379	FLEETMATICS USA LLC	08/10/2015	Regular	0.00	599.21	21083
1111	Fox Consulting	08/10/2015	Regular	0.00	2,186.01	21084
1171	Gilbert Morales	08/10/2015	Regular	0.00	3,088.14	21085
1171	Go Direct	08/10/2015	Regular	0.00	7,823.06	21086
1220	JOHNSTON'S TRUE VALUE HARDWARE	08/10/2015	Regular	0.00	1.49	21087
1147	Las Cruces Barricades, Inc.	08/10/2015	Regular	0.00	147.31	21088
1216	MEGAHURTZ COMPUTER CONSULTING, INC.	08/10/2015	Regular	0.00	53.78	21089
1137	Melton, James	08/10/2015	Regular	0.00	205.50	21090
1173	New Mexico Finance Authority	08/10/2015	Regular	0.00	2,326.20	21091
1165	New Mexico Mutual Casualty Company	08/10/2015	Regular	0.00	156.24	21092
1242	NM Health Connections	08/10/2015	Regular	0.00	9,486.58	21093
1435	ONSALE TIRES & ACCESORIES	08/10/2015	Regular	0.00	393.00	21094
1185	Pitney Bowes Global Financial Services LLC	08/10/2015	Regular	0.00	390.39	21095
1206	Sierra Irrigation	08/10/2015	Regular	0.00	61.02	21096
1461	SOUTH CENTRAL COUNCIL OF GOVERNMENTS,	08/10/2015	Regular	0.00	500.00	21097
1069	Southwest Disposal	08/10/2015	Regular	0.00	348.02	21098
1343	STULL, JAMIE	08/10/2015	Regular	0.00	190.00	21099
1144	Trujillo, Kay	08/10/2015	Regular	0.00	190.00	21100
1079	Tyler Technologies	08/10/2015	Regular	0.00	6,296.60	21101
1106	Water Technology Associates	08/10/2015	Regular	0.00	210.07	21102
1463	VILLAGE OF HATCH	08/17/2015	Regular	0.00	5,000.00	21104
1467	4WARN PROPERTY PROTECTION SYSTEMS	08/26/2015	Regular	0.00	233.38	21105
1015	Airgas- Southwest	08/26/2015	Regular	0.00	247.07	21106
1018	Argyle Welding Supply	08/26/2015	Regular	0.00	64.68	21107
1012	Balizan, Agnes	08/26/2015	Regular	0.00	190.00	21108
1227	Cross Town Construction	08/26/2015	Regular	0.00	19,788.69	21109
1086	DPC Industries, Inc.	08/26/2015	Regular	0.00	960.90	21110
1405	DR. KURT ANDERSON	08/26/2015	Regular	0.00	190.00	21111
1123	Go Direct	08/26/2015	Regular	0.00	2,964.01	21112
1126	HD Supply Waterworks LTD	08/26/2015	Regular	0.00	3,816.05	21113
1138	Horton, Jennifer	08/26/2015	Regular	0.00	295.64	21114
1171	JOHNSTON'S TRUE VALUE HARDWARE	08/26/2015	Regular	0.00	199.98	21115

Check Report

Date Ran e: 08/05/2015 - 09/05/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1147	Las Cruces Barricades, Inc.	08/26/2015	Regular	0.00	134.31	21116
1146	Las Cruces Sun News	08/26/2015	Regular	0.00	18.82	21117
1154	Lowe's Commercial Services	08/26/2015	Regular	0.00	1,225.72	21118
1147	Melton, James	08/26/2015	Regular	0.00	190.00	21119
1147	Personnel Concepts	08/26/2015	Regular	0.00	315.94	21120
1469	RICOH	08/26/2015	Regular	0.00	588.06	21121
1201	RTD Hardware	08/26/2015	Regular	0.00	908.41	21122
1060	Stadjuhar	08/26/2015	Regular	0.00	86.65	21123
1343	STULL, JAMIE	08/26/2015	Regular	0.00	190.00	21124
1144	Trujillo, Kay	08/26/2015	Regular	0.00	190.00	21125
1079	Tyler Technologies	08/26/2015	Regular	0.00	18,315.97	21126
1093	Wagner Rental	08/26/2015	Regular	0.00	185.76	21127
1093	Wagner Rental	08/26/2015	Regular	0.00	194.97	21128
1101	WorkMed Inc, Benito Gallardo JR M.D	08/26/2015	Regular	0.00	129.98	21129
1182	Pat Campbell Insurance	08/31/2015	Regular	0.00	35,884.33	21140
1243	Delta Dental of New Mexico	08/05/2015	Bank Draft	0.00	525.60	DFT0190FY16
1069	Southwest Disposal	08/20/2015	Bank Draft	0.00	98.61	DFT0193FY16
1046	Comcast	08/26/2015	Bank Draft	0.00	198.10	DFT0202FY16
1082	Dona Ana Mutual Domestic Water Consumers /	08/17/2015	Bank Draft	0.00	45.33	DFT0203FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	23.09	DFT0204FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	491.74	DFT0206FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	3,958.85	DFT0207FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	181.21	DFT0208FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	53.38	DFT0209FY16
1095	El Paso Electric	08/17/2015	Bank Draft	0.00	2,715.93	DFT0210FY16
1095	El Paso Electric	08/18/2015	Bank Draft	0.00	17.06	DFT0211FY16
1095	El Paso Electric	08/18/2015	Bank Draft	0.00	17.38	DFT0212FY16
1095	El Paso Electric	08/18/2015	Bank Draft	0.00	148.75	DFT0213FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	320.32	DFT0214FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	395.23	DFT0215FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	3,673.44	DFT0216FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	946.69	DFT0218FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	278.92	DFT0219FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	2,999.73	DFT0220FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	1,427.28	DFT0221FY16
1095	El Paso Electric	08/11/2015	Bank Draft	0.00	182.35	DFT0222FY16
1095	El Paso Electric	08/13/2015	Bank Draft	0.00	9.69	DFT0223FY16
1095	El Paso Electric	08/13/2015	Bank Draft	0.00	1,328.13	DFT0224FY16
1095	El Paso Electric	08/13/2015	Bank Draft	0.00	4,705.11	DFT0225FY16
1095	El Paso Electric	08/13/2015	Bank Draft	0.00	2,673.47	DFT0226FY16
1095	El Paso Electric	08/12/2015	Bank Draft	0.00	17.89	DFT0227FY16
1051	New Mexico Child Support Enforcement Divisio	08/10/2015	Bank Draft	0.00	184.62	DFT0236FY16
1184	Public Employees Retirement Association	08/10/2015	Bank Draft	0.00	4,964.19	DFT0237FY16
1135	Internal Revenue Service	08/10/2015	Bank Draft	0.00	2,131.46	DFT0238FY16
1135	Internal Revenue Service	08/10/2015	Bank Draft	0.00	179.96	DFT0239FY16
1135	Internal Revenue Service	08/31/2015	Bank Draft	0.00	7.52	DFT0240FY16
1135	Internal Revenue Service	08/10/2015	Bank Draft	0.00	753.38	DFT0241FY16
1135	Internal Revenue Service	08/10/2015	Bank Draft	0.00	3,221.38	DFT0242FY16
1168	New Mexico State Tax & Revenue	08/11/2015	Bank Draft	0.00	600.45	DFT0243FY16
1051	New Mexico Child Support Enforcement Divisio	08/24/2015	Bank Draft	0.00	184.62	DFT0245FY16
1184	Public Employees Retirement Association	08/24/2015	Bank Draft	0.00	4,527.44	DFT0246FY16
1135	Internal Revenue Service	08/24/2015	Bank Draft	0.00	2,046.23	DFT0247FY16
1135	Internal Revenue Service	08/24/2015	Bank Draft	0.00	122.34	DFT0248FY16
1135	Internal Revenue Service	08/31/2015	Bank Draft	0.00	4.18	DFT0249FY16
1135	Internal Revenue Service	08/24/2015	Bank Draft	0.00	733.92	DFT0250FY16
1135	Internal Revenue Service	08/24/2015	Bank Draft	0.00	3,138.24	DFT0251FY16
1168	New Mexico State Tax & Revenue	08/25/2015	Bank Draft	0.00	573.22	DFT0252FY16
1168	New Mexico State Tax & Revenue	08/24/2015	Bank Draft	0.00	18,131.76	DFT0253FY16
1109	Zia Natural Gas Company	08/24/2015	Bank Draft	0.00	16.25	DFT0254FY16
1109	Zia Natural Gas Company	08/24/2015	Bank Draft	0.00	25.46	DFT0255FY16
1109	AFLAC	08/18/2015	Bank Draft	0.00	558.30	DFT0256FY16

Check Report

Date Ran e: 08/05/2015 - 09/05/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1011	AFLAC	08/18/2015	Bank Draft	0.00	558.30	DFT0257FY16
1103	Wright Express Fleet Services	08/24/2015	Bank Draft	0.00	2,409.26	DFT0258FY16
1168	New Mexico State Tax & Revenue	08/24/2015	Bank Draft	0.00	16.71	DFT0259FY16
11	New Mexico State Tax & Revenue	08/24/2015	Bank Draft	0.00	346.04	DFT0260FY16
11	New Mexico State Tax & Revenue	08/24/2015	Bank Draft	0.00	1,306.41	DFT0261FY16
1168	New Mexico State Tax & Revenue	08/24/2015	Bank Draft	0.00	152.74	DFT0262FY16

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	52	0.00	128,269.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	52	52	0.00	74,327.66
EFT's	17	17	0.00	32,530.96
	145	121	0.00	2 5,128.0

Check Report

Date Ran e: 08/05/2015 - 09/05/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Grant Bank-Grant Bank Account						
1052	Souder, Miller, & Associates	08/18/2015	Regular	0.00	2,204.84	20233

Bank Code Grant Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	2,204.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>2</u>	<u>1</u>	<u>0.00</u>	<u>2,204.84</u>

Check Report

Date Ran e: 08/05/2015 - 09/05/2015

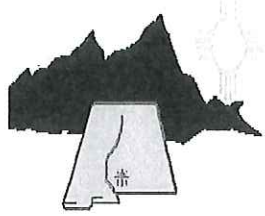
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Restricted Funds-Restricted Funds						
1378	JONES LANG LASALLE AMERICAS, INC	08/19/2015	Regular	0.00	1,150.00	20553
1378	JONES LANG LASALLE AMERICAS, INC	08/19/2015	Regular	0.00	1,150.00	20554
1	JONES LANG LASALLE AMERICAS, INC	08/19/2015	Regular	0.00	1,150.00	20555
1	JONES LANG LASALLE AMERICAS, INC	08/19/2015	Regular	0.00	1,300.00	20556

Bank Code Restricted Funds Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	4,750.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>4</u>	<u>4</u>	<u>0.00</u>	<u>4,750.00</u>

Fund Summary

Fund	Name	Period	Amount
100	General Operating Fund	8/2015	237,332.87
900	Restricted Reserve Fund	8/2015	4,750.00
			<hr/>
			242,082.87



DAMDWCA Customer Service Department Report

8 September 2015

I. Billing:

1. Billing was submitted to Go Direct on September 2, 2015. Unfortunately this was due to errors that occurred during the billing process causing a delay in the billing calculation. With the Tyler system it will notify you of any errors that can potentially create more problems in the future. In order to proceed with billing all errors must be corrected before it allows you to proceed. There were a total of 66 errors that were corrected causing the delay. This was due to manual meters not having readings, radio meters that were no longer registering, extremely high water usage, or outstanding service orders. In addition there were several idle accounts with consumption. This turned out to be accounts that did not transfer over correctly from CUSI.

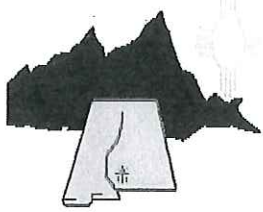
II. Penalties:

1. Penalties for August totaled: \$11,593.73, however the billing statements contained the incorrect address. Due to this error several customers remitted their mail payments to our physical address causing them to be returned by postal service. If the customer brings in their envelope showing they mailed their payment in time prior to the penalty day we will take that into consideration and remove the penalty applied to the account.
2. Penalties have been moved to September 21, 2015 due to the billing statements having been submitted late.

III. Disconnects:

1. On August 24, 2015 we disconnected accounts for non-payment. A total of 62 accounts were up for disconnected.
 - Dona Ana: 40
 - Ft. Selden: 9
 - Picacho Hills: 2
 - Fairview: 2
 - Paid prior to disconnection: 9
2. Total Reconnections for August 2015:
3. Disconnections are scheduled for September 22, 2015

- IV. Membership Certificates: We currently do not have any new certificates ready for signatures.



DAMDWCA Customer Service Department Report

8 September 2015

- V. Document Scanning: Molly Crawford (Dickason Personal Services) has been working quickly and efficiently with the scanning project as well as assisting the customer service department with payment processing and answering customer calls. We are approximately 43% done with the scanning project.

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

- VII. Total number of Connections as of September 2, 2015: 5,476

Operations Manager's Report

September 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 August 2015

Doña Ana MDWCA System:

- 38,263,107 gallons of water pumped for the month of August and reported to the New Mexico Office of the State Engineer. (see attached sheet)
- Water Conservation Fee in the amount of \$1,147.89 was submitted for the month of August.
- 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 8/16/15 – Re-reads also completed.
- There were 5 new water services installed within the Doña Ana MDWCA System.
- There are 4,109 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.
- Completed Lead and Copper samples. (30 samples required, every three years). Sent in to NMED approved Lab for analysis
- Weed control in D.A. (Wells, hydrants, tank sites).
- Repaired 7 service leaks/angle valves in the D.A. service area.
- Repaired 6 inch water main break on Calle Contento. 8pm-2:30am
- Cross Town Construction completed pavement patch on Dona Ana School Rd. Inspected and approved by Dona Ana County Road Department.
- Removed all tamper proof locks off of fire hydrants at Public Schools
- Wells #2, #5, and #7 are on-line and alternating Wells # 6 and #8 are off and ready if needed.
- Static and Drawdowns taken at wells.
- Valve exercise program pending in Dona Ana system.
- Completed 380 ft. of 2 inch water line extension on Diaz Rd. Installed a 2 inch flush hydrant and residential meter. Hung water outage notices for tie-in. (60)
- Temporary repair done at Dona Ana Fire Department hydrant. Scheduled training for operations staff by a Mueller representative (Clay Hunter) on how to repair fire hydrants main valve.
- Painted curb and stripes in customer parking lot.

Doña Ana MDWCA @ Ft. Selden System:

- 4,068,880 gallons of water pumped for the month of August and submitted to the New Mexico Office of the State Engineer. (see attached sheets)
- Water Conservation Fee in the amount of \$122.07 was submitted for the month of August.
- 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 8/15/15.
- 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.
- I.C.S. Solutions solved transducer problem at Soldier Tank damaged during lightning storm.
- Completed Lead and Copper sampling. (10 samples required.).
- Repaired leak at office roof.

ATTACHMENT C

Operations Manager's Report

September 1, 2015

Doña Ana MDWCA @ Picacho Hills System:

- 11,617,400 gallons of water pumped for the month of August and submitted to the New Mexico Office of the State Engineer. (see attached sheets)
- Water Conservation Fee in the amount of \$348.52 was submitted for the month of August.
- 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 8/15/15.
- All re-reads completed
- There was 1 new service installed in Picacho Hills.
- There are 915 water service connections within this system.
- Repaired 6 service leaks/angle valves.
- Cross Town Construction completed the asphalt patch on Via Norte and was inspected by Dona Ana County Road Department. (Approved)
- Inspections were conducted at Well and Tank sites. (Weed Control)
- Completed the Lead and Copper samples. (10 samples required every three years) Sent in to an N.M.E.D. approved lab for analysis.
- Had a short training program with Abenecio and 2 members of operations staff on use of hand held GPS unit.
- Crew continues to vacuum out valve boxes to prepare for valve exercise program and GPS.
- Solenoids for control valve at Well 16A are on backorder.
- Physically located sewer stub-out for contractor at 1206 Sonnet.

Doña Ana MDWCA @ Fairview Water System:

- 512,000 gallons were pumped for the month of August and submitted to the New Mexico Office of the State Engineer. (see attached sheets)
- Water Conservation Fee in the amount of \$15.36 was submitted for the month of August.
- 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 8/15/15.
- 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.)
- Wells #1 and #2 are currently set to operate on auto-cycle.
- Met with State Engineer Office at well sites. (Update pictures and verify meter numbers and readings).
- Created a report sheet for Office of the State Engineer log of production in accordance to the criteria that was given to us by the OSE representatives that we met at well sites.
- Poured concrete pad for backflow discharge port at emergency water meter location on Bamert Rd.

Respectfully Submitted,
Orlando Parra
Operations Manager

Doña Ana MDWCA Monthly Water Production

Month of: July 2015

September 2, 2015

Doña Ana MDWCA, Water Production per Well / LRG 1905 thru 1905 S-5

Doña Ana MDWCA	Well #2A	Well #3	Well #5	Well #6	Well #7	Well #8
Prev. Mo. Reading in Gals.	2,055,270	0	32,740,482	53,288,100	82,478,380	5,846,970
Roll Over Reading in Gals.	0	0	0	0	0	0.00
Current Reading in Gals.	2,253,110	0	46,993,159	53,288,100	106,290,970	5,846,970
LRG Sub Total Gals.	197,840	0	14,252,677	0	238,125,900	0.00
Total Gallons Produced by Doña Ana MDWCA / LRG 1905 thru 1905 S-5					38,263,107	
Water Conservation Fee / LRG 1905 thru 1905 S-5					\$1,147.89	

Doña Ana MDWCA, Water Production per Well / LRG 80 S-2, 80 S-4, and 80-POD6

Doña Ana MDWCA @ Ft. Selden	Well #9	Well #10	Well #11
Prev. Reading in Gals.	19,298,626	58,653,492	97,927
Current Reading in Gals.	20,858,574	61,162,424	97,927
LRG Subtotal Gallons	1,559,948	2,508,932	0
Total Gallons Produced by Doña Ana MDWCA / LRG 80 S-2, 80 S-4, and 80-POD6			4,068,880
Water Conservation Fee / LRG 80 S-2, 80 S-4, and 80-POD6			\$122.07

Doña Ana MDWCA, Production per Well / LRG 4250 thru 4250-S-2

Doña Ana MDWCA @ Picacho Hills	Well #14	Well #7	Well #16A
Prev. Mo. Reading in Gals.	0	81,730,712	92,801,720
Roll Over Reading in Gals.			
Current Reading in Gals.	0	93,348,000	92,801,832
LRG Sub Total Gallons	0	11,617,288	112
Total Gallons Produced by Doña Ana MDWCA / LRG 4250 thru 4250-S-2			11,617,400
Water Conservation Fee / LRG 4250 thru 4250-S-2			\$348.52

Doña Ana MDWCA, Water Usage per Well / Fairview

Doña Ana MDWCA @ Fairview	Well #1	Well #2	Well #3
Prev. Month Reading in Gals.	11,524,200	8,329,090	0
Current Reading in Gals.	12,036,200	8,329,090	0
Usage Sub Total	512,000	0	0
Total Gallons Produced by Doña Ana MDWCA / Fairview			512,000
Water Conservation Fee / Fairview			\$15.36

DOÑA ANA WATER SYSTEMS PUMPING DATA

September 2, 2015

Doña Ana MDWCA Pumping Data 2012-2019 LRG-1905, 1905 S, 1905-S-1, 1905-S-2, 1905-S-3, 1905-S-4

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	24,432,587	25,782,264	38,044,794	45,962,262	55,513,568	64,595,847	57,170,585	50,339,544	43,466,702	28,850,122	28,243,781	24,453,634	486,855,690	1,494,105
2013	24,249,939	23,329,610	38,064,981	46,462,497	57,317,163	63,880,675	50,741,546	45,583,545	36,827,179	36,049,128	33,950,110	24,942,391	481,398,764	1,477,359
2014	23,766,965	24,148,114	33,926,528	38,390,499	61,134,851	62,314,015	52,701,447	37,175,209	30,841,408	26,551,104	19,621,484	23,514,412	434,066,036	1,332,100
2015	24,076,658	20,701,113	22,423,240	36,726,453	42,924,933	61,109,043	43,547,088	38,263,107					289,771,635	889,276
2016													0	0.000
2017													0	0.000
2018													0	0.000
2019													0	0.000

Doña Ana MDWCA at Ft. Selden Pumping Data 2012-2019 LRG 80-S-2, 80-S-4, 80-POD6

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	0	0	0	0	0	15,533,643	0	0	6,678,642	0	0	33,461,313	55,673,598	170,856
2013	0	0	1,213	32,609,213	326	0	155,105	5,009,600	4,866,500	4,207,500	2,648,000	4,913,000	54,410,457	166,980
2014	2,933,400	2,738,594	3,784,702	4,294,279	5,251,524	6,367,011	5,229,115	4,179,437	3,453,971	3,132,991	2,377,540	2,371,998	46,114,562	141,520
2015	2,422,723	2,233,153	3,412,623	3,874,341	4,216,092	5,056,619	5,091,282	4,068,880					30,375,713	93,220
2016													0	0.000
2017													0	0.000
2018													0	0.000
2019													0	0.000

DOÑA ANA WATER SYSTEMS PUMPING DATA

**Doña Ana MDWCA at Picacho Hills Pumping Data 2012-2019
LRG-4250, 4250-S, 4250-S-2**

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	0	0	7,440,548	0	0	56,566,452	0	0	44,082,976	0	0	28,084,696	136,174,672	417.905
2013		0	23,564,944	0	0	61,890,009	0	0	37,924,173	0	0	26,734,122	150,113,248	460.681
2014	7,127,600	7,538,000	9,229,176	10,473,776	12,519,408	13,558,832	12,891,892	10,678,512	9,388,149	9,588,205	7,655,945	7,394,480	118,043,975	362.264
2015	6,594,504	6,131,834	8,739,758	10,213,292	11,057,268	12,772,516	11,534,792	11,617,400					78,661,364	241.403
2016													0	0.000
2017													0	0.000
2018													0	0.000
2019													0	0.000

**Doña Ana MDWCA at Fairview Pumping Data 2012-2019
LRG -15880 POD 1, LRG -15880 POD 2**

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yrly. Gal. Total	Acre Feet
2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0.000
2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0.000
2014	404,930	308,900	476,600	478,764	649,720	859,330	614,320	389,240	382,830	300,450	301,300	296,600	5,462,984	16.765
2015	344,640	288,540	430,580	541,400	664,440	810,570	556,890	512,000					4,149,060	12.733
2016													0	0.000
2017													0	0.000
2018													0	0.000
2019													0	0.000

All Syst. Year Tot. 2015
402,957,772
In AcreFT 1236.632

PROJECT MANAGERS REPORT 9/8/2015

PICACHO HILLS PROJECTS

TANK @ PICACHO HILLS

- Souder Miller & Associates (SMA) has received final approval from New Mexico Environmental Department Drinking Water Bureau (NMED DWB). SMA is using the information from the pump test to modify the design to upsize the booster station and include additional Pressure Reducing Valves (PRV). SMA is still in communication with the pump manufacturers to size pumps for the Anthem Booster Station and awaiting a response. SMA anticipates the design being submitted for final approval before the end of September.

DISTRICT 5 SPECIAL USE PERMIT (SUP)/EXTRA TERRITORIAL ZONING (ETZ) Application

- The signed easement and deed for the tank site has been recorded at the County along with the easement from the Village of Hatch. Souder Miller & Associates (SMA) should receive approval from Dona Ana County (DAC) for the SUP application and therefore should receive approval from the City of Las Cruces (CLC) for the ETZ Application.

DISTRICT 5 WASTEWATER DISCHARGE PLAN

- New Mexico Environmental Department Ground Water Quality Bureau (NMED GWQB) has approved the Wastewater Preliminary Engineering Report (PER). This will be completed and submitted to NMED-GWQB by September 4, 2015.

DISTRICT 5 HEADWORKS

- The Categorical Exclusion was received from Environmental Protection Agency (EPA) on August 6, 2015. Souder Miller & Associates (SMA) has contacted the low bidder Morrow Enterprises to verify they are holding their bid amount. Contractor has notified SMA that there will be an increase in cost of \$7,000 for the metal railing. SMA is awaiting confirmation that this will be the only increase in cost for the project. The contractor has indicated he can begin construction on the week of September 14 or 21, 2015 to start constructing the concrete structure.

District 5 Building

- Construction for the project commenced on April 6, 2015. DMJ Contractors 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 has installed the lab cabinets and is waiting for the counter tops to arrive this week. DAMDWCA has contracted Cross Town to place the gravel road. Cross Town is working on placement of base course for the gravel road and should be completed this week.

District 5 Wastewater PER

- Preliminary Engineering Report (PER) was submitted to New Mexico Environmental Department (NMED), New Mexico Environmental Department Ground Water Quality Bureau (NMED-GWQB), and New Mexico Environmental Department Constructions Program Bureau (NMED CPB) on October 28, 2014. Comments were received from NMED CPB November 20, 2014 and NMED-GWQB August 12, 2015. Souder Miller & Associates will address both of these review agency comments and re-submit an updated Preliminary Engineering Report (PER) for review by September 18, 2015.

PICACHO HILLS ARROYO

- Staff and I walked the Arroyo taking depths through the area on the existing sewer line. Manholes 1-3 are the critical areas showing depths of 14.5 inches to 20.5 inches. Manholes 3-8 show depths of 3-4 feet. Research with Dona Ana MDWCA staff and Souder Miller & Associates staff is ongoing with regards to possible solutions to protect the existing sewer line that run through the arroyo. See attached map

FAIRVIEW PROJECTS

Fairview Water

- Construction plans and technical specifications were submitted to the following agencies: City of Las Cruces (CLC), Doña Ana County (DAC), Elephant Butte Irrigation District (EBID), International Boundary and Water Commission (IBWC), New Mexico Department of Transportation (NMDOT), New Mexico Environmental Department Constructions Program Bureau (NMED CPB) and New Mexico Environmental Department Drinking Water Bureau (NMED DWB). Project has received approval from NMED DWB, EBID, and IBWC. Souder Miller & Associates (SMA) has made modifications to the construction plans and technical specification based on review agency and Doña Ana MDWCA comments. SMA is currently working out minor modifications to address comments from Dona Ana County (DAC) and New Mexico Department of Transportation (NMDOT).

DONA ANA PROJECTS

South East Collection

- Dona Ana Mutual DWCA received \$317,611 in Colonia's Infrastructure Funding (CIF) funding to complete an initial phase of the project. DAMDWCA 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 required to review the Southeast Collection Plan Set. SMA has requested a letter (or email) from NMED-GWQB stating no regulatory agency is required to review the plans. Souder Miller & Associates submitted the plans, contract documents and technical specifications for the entire project to Doña Ana MDWCA on August 10, 2015 for review.

SW Transmission Ph II, Armstrong Ph II, Elks IV

- Still pending legal matters

Railroad Crossings

- Souder Miller & Associates (SMA) received comments from Dona Ana Mutual DWCA on September 2, 2015. SMA has addressed the comments from Dona Ana Mutual DWCA and will submit the construction package to New Mexico Environmental Department Constructions Program Bureau (NMED CPB) for review and approval on or before September 4, 2015.

RADIUM SPRINGS

Radium Springs PER

- Souder Miller & Associates (SMA) has received review comments from United States Department of Agriculture Rural Development (USDA RD). SMA addressed comments and returned the revised Preliminary Engineering Report (PER) to USDA RD on September 3, 2015.

MISCELLANIOUS PROJECTS

SCADA Implementation Project

- The revised plans, contract documents and technical specifications were submitted to Doña Ana MDWCA and New Mexico Environmental Department Constructions Program Bureau (NMED CPB) on August 4, 2015. NMED CPB approved the bidding documents and plans on September 1, 2015. Plans were then submitted for New Mexico Environmental Department Drinking Water Bureau (NMED DWB) review on September 4, 2015 and the project was advertised for bid on September 5, 2015.

GIS Mapping

- Jennifer, Orlando, and I met this past week and assigned Raul and Joe in operations to begin collecting data points. The staff is cleaning the valves with the Ditch-Witch in the Picacho Hills area. This area is a starting point for this project because we do not have accurate maps in this area. Souder Miller & Associates needs accurate maps for their Water CAD program in order to properly size and set the Pressure Reducing Valves.

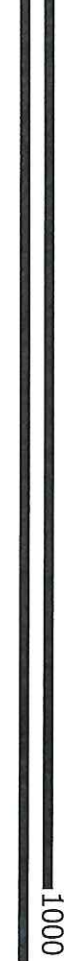
TANK CLEANING AND BLAST/RECOATING

- CW divers will be here September 8, 2015 to clean and provide us a report on the Indian and Soldier Tank. This will take an estimated two days.



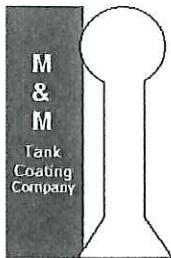
Google earth

feet
meters



1000
400





M&M Tank Coating Company

102 North 8th Avenue
Greeley, CO 80631
PH: (866)-983-8265
FAX: (303)776-7162
mandmtankcoatingcompany.com

500KG 46' Diameter x 40' Tall

Dona Ana MDWCA
Orlando Parra
Water Department
(575) 526-3491
Orlando@dawater.org
Abencio@dawater.org

We are pleased to quote the following for the above referenced tank interior.

We will provide equipment, materials, labor, and insurance. This will be for the complete interior preparations and coatings of the tank.

Scope of Work

Complete interior sandblasting to a near white metal blast finish. SSPC No 10 steel profiled to 1-2 mills.

Apply one full coat of a Sherwin Williams Macro- Poxy NSF61 Approved for potable water. Applied to 4-6 mills DFT.

Apply one full coat of a Sherwin Williams Macro Poxy. NSF 61 approved for potable water. Applied to 4-6 mills DFT

All workmanship and materials will meet or exceed the American water works association. D-102-10 standards for tank coatings.

All workmanship will be guaranteed for a two year period from the date of completion.

Quote is a budget figure for your consideration.

Quote will be \$49,995.21

TERMS, CONDITIONS, EXCLUSIONS:

Note: This proposal may be withdrawn by M & M Tank Coating Company, Inc. if not accepted with an original signature below, within 60 days of this proposal date.

1. Exclusions for this project are as follows: Piping, foundation, site access development, lead based coating, removal heat for curing or anything that is not included is excluded.
2. If our crew is delayed for unforeseen circumstances beyond our control, a charge based on \$500.00 per hour will be charged for any down time. These circumstances could include: No utility personnel on site, unprepared tanks, site access to the tanks, plumbing problems, electrical problems, or delays due to inspection. Payment shall not be dependent upon others being paid by owner or upper tier contractors.
3. Site needs to be accessible to pickups and trailers under their own power and semi's and trailers under their own power. Trash and all waste to be removed by Owner, unless otherwise requested. If a larger access entry is required, it will be added as a second lined item on final invoice. For example a 10x10 entry point can be created in order to utilize a boom lift if needed.
4. Any alteration or deviation from the above specification involving extra costs will be excluded only upon written orders within the allotted ten (10) day period, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, weather or delays beyond our control.

AGREEMENT FOR SIGNATURE:

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to begin and perform the work as specified. I, the undersigned, agree to pay 50% of the quoted price for this job upon signing of this contract. I, the undersigned, also agree to pay the balance of this contract upon completion of the project. In the event that the balance is not paid upon completion, the undersigned agrees to pay interest on the balance amount at the rate of 18% per annum, until the balance plus interest is fully paid. The undersigned further agrees to pay all reasonable attorney fees and court costs incurred by M & M Tank Coating Company, Inc. for the collection of amounts due.

Date _____

Signature _____

Title _____

Thank you,

Respectfully

Chris Christophersen

Chris Christophersen
M & M Tank Coating Company, Inc.