

Doña Ana Mutual Domestic Water Consumers Association
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The following minutes are from the Regular Board Meeting of Doña Ana Mutual Domestic Water Consumers Association Board of Directors, October 20, 2016; 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 Melton called the meeting to order at 9:00 A.M. and called roll:

Vice President – Jamie Stull, Present

Secretary/ Treasurer – Kurt Anderson, Excused Absence

Board Member – Raymond Ponteri, Present

Board Member – Justin Sparks, Telephone Conference

Others in Attendance:

Executive Director – Jennifer Horton

Legal Counsel – Joshua Smith

Community Members – Jim Hayhoe, Nancy Simmons

Approval of Agenda

Mr. Ponteri moved to approve the agenda for the October 20, 2016 Regular Board Meeting as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. No discussion was brought forward. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Minutes

2. Mr. Ponteri moved to approve the Regular Board Meeting Minutes of September 15, 2016 as presented; Mr. Stull seconded the motion. The Chair called for discussion of the

motion. Executive Director Jennifer Horton advised the previously requested changes have been updated. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

3. Mr. Ponteri moved to approve the Regular Board Meeting Minutes of October 06, 2016 as presented; Mr. Stull seconded the motion. The Chair called for discussion of the motion. No discussion was presented. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

New Members & New Meters

Mr. Ponteri moved to approve the New Members and New Meters list as presented for September 2016; Mr. Stull seconded the motion. The Chair called for discussion of the motion. Mrs. Horton advised there are six (6) names consisting of two (2) new meters and four (4) new members. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Customer Issues and Public Input

3. Mr. Gamboa was unable to attend this meeting.

Mr. Jim Hayhoe from the Picacho Hills Property Association (PHPOA) shared that they are working on a project for the installation of pressure reducing valves in the Village of Picacho Hills. The PHPOA has around 192 people signed up for the bulk order at this time. Mr. Hayhoe would also like to continue the discussion of meter dialogue. Mr. Melton advised he will touch on the subject, however further discussion will take place after the infrastructure conference.

Board President Report

President Melton reported on October 15th he attended an asset management class presented by RCAC at the Community College. The class gave fundamental background on the potential uses of asset management when appropriately applied. He also confirmed three Board Members will be attending the Infrastructure Conference October 22nd through the 28th. Mr. Melton provided copies of the article Mr. Hayhoe provided to him at the October 6th meeting. The articles discuss the variables with regard to the types of meters we use. Mr. Melton is expected to bring further meter discussion back to the Board once he speaks with vendors at the upcoming Conference. Mr. Melton would like to thank Mr. Hayhoe for his kind words with regard to the dialogue at the last meeting. He is hopeful we can continue to encourage our membership to approach their District Representative with their concerns.

Staff Reports

Executive Director

See Attachment A

New Business

No New Business

Unfinished Business

Mr. Ponteri moved to table Item Five (5) indefinitely for initiating action on Jack Rovens high water usage protest; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Mr. Ponteri requested we possibly be more specific with the Agenda Item as to what type of direction we are going in order to have a more thorough motion.

Mr. Ponteri moved to approve Item Six (6), action on the Plaza at Picacho Hills Owners Association (Felipe Salcido) meter charges; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Mr. Melton advised this protest was presented to the Board due to an adjustment from late August 2014 when Customer Service discovered the account was not being billed correctly after the meter change out in February 2014. After receiving the adjustment Mr. Salcido sent a letter to the Association requesting an explanation of the billing and was advised by his Board of Directors at the Plaza to not pay until the adjustment was clarified. Mr. Melton reviewed the billing history from January 2014 to present day and provided a spreadsheet based off the formal protest that Mr. Salcido presented around September 2014. The Association's procedure is to suspend only the items under dispute until resolved, however it is important to note we do not suspend all charges and fees until the issue is resolved; only the protested amount. As Mr. Melton reviewed the overall history he discovered that on numerous occasions the Plaza paid their current charges late, which began to accumulate additional fees through penalties. He tracked the history and created a breakdown based off the penalties on the unpaid balance only, not the protested amount. Since September 2014 the penalties and fees for unpaid balances above and beyond the adjusted amount comes to a total of \$316.07. Mr. Melton reviewed these numbers twice and is proposing we adjust the bill from penalties on the entirety of the invoice to the actual balance of the adjusted billing from August 2014 of \$483.47 plus the penalties and fees of current charges at \$316.07 to bring the balance owed to \$799.54 in order to be fair to the Association and the Member. Executive Director Jennifer Horton advised she has put new reporting into practice in order to try to prevent a protest lasting this long moving forward. The Board reviewed the presented spreadsheet to ensure the adjustments were all understood and valid. Whereas the Member did not pursue due diligence with regard to this matter, neither did the Association. Mr. Ponteri inquired as to how the error occurred with regard to billing the correct size. Mrs. Horton explained most of the meters that were changed

out in 2014 were 5/8 x 3/4 inch, but when our contractor was in the field we discovered several 2 inch meters. The Plaza has a 2 inch meter, but was mistakenly billed for the 5/8 x 3/4 inch as this is the more common meter. Mr. Melton will prepare a letter for the Plaza explaining how the error occurred and what we can do moving forward. The Chair called for a vote on the motion to adjust the billing of the Plaza at Picacho Hills Owner to a value of \$316.07 for penalty and fees owed on unpaid and late payment subsequent to 29th of August 2014 through the 26th of September 2016 plus \$483.47 for adjustments due to the installation of a 2 inch meter instead of a 5/8 x 3/4 inch in the period between February 2014 and August of 2014 for a total balance due on the account of \$799.54 as opposed to \$2926.02.; the motion carried by roll call vote 4-0.

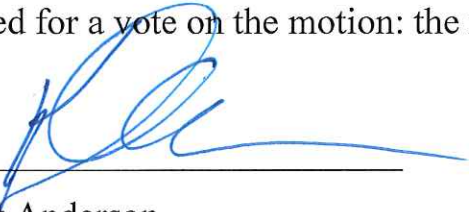
Mr. Ponteri moved to approve Item Seven (7), approval to award the Vacuum Trailer to Vermeer Sales Southwest; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Executive Director Horton advised our vendor has changed as we received three quotes for comparable equipment, but only Vermeer and Ditch Witch were able to meet all of our needs. There was enough of a price difference that we are moving forward with Vermeer. This does replace our existing smaller ditch witch and is used for pot holing and to locate lines. This machine has the ability to suction dirt and comes with a larger water tank which allows for more efficiency in the field. This purchase comes to a total of \$41,807.9, and we did budget for this item under the Operations Wish List. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Open Session

No items were brought to Open Session.

Adjournment

Mr. Ponteri moved to adjourn at 10:44 a.m.; Mr. Stull seconded the motion. The Chair called for a vote on the motion: the motion carried by roll call vote 4-0.



Kurt Anderson

Secretary/ Treasurer

11/03/16
Date