



*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 Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, March 17, 2022 convened at 9:01 a.m. via Zoom.

### **Call to Order & Roll Call**

President Melton called the meeting to order at 9:01 a.m. and called roll:

Vice President – Jamie Stull, Present via Zoom

Secretary/Treasurer – Kurt Anderson, Present via Zoom

Board Member – Brian Clouse, Present via Zoom

Board Member – Clayton Berryman, Present via Zoom

A Quorum was declared

### **Others in Attendance:**

Legal Counsel- Josh Smith via Zoom

Executive Director- Jennifer Horton via Zoom

Office Manager- Margo Lopez via Zoom

### **Approval of Agenda**

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Stull. The chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated she would like to request to move item #2; Oath of Office, immediately following the action of the agenda as Mr. Berryman has a

prior commitment at 9:30 a.m. Dr. Anderson moved to approve the agenda as amended, Mr. Stull seconded, there was no further discussion, and the motion passed unanimously by roll call vote 3-0.

### **Oath of Office**

Ms. Horton administered the Oath of Office as follows:

*“I, Brian Clouse, having been appointed to District 4 of the Dona Ana Mutual Domestic Water Consumers Association Board of Directors do solemnly swear that I will support the Constitution of the United States and the consideration and laws of the state of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”*

*“I, Clayton Berryman, having been appointed to District 5 of the Dona Ana Mutual Domestic Water Consumers Association Board of Directors do solemnly swear that I will support the Constitution of the United States and the consideration and laws of the state of New Mexico, and will faithfully and impartially discharge the duties of this office to the best of my ability.”*

President Melton welcomed Mr. Clouse and Mr. Berryman to the Board of Directors.

### **Minutes**

Mr. Stull moved to approve the Regular Board Meeting Minutes of March 3, 2022 as presented; Dr. Anderson seconded. There was a suggested editorial change. Mr. Stull moved to approve the minutes as amended, Dr. Anderson seconded, there was no further discussion, and the motion passed unanimously by roll call vote 5-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

President Melton suggested for operations and/or staff who are out in the service area to be observant of any missing or damaged meter boxes.

Dr. Anderson inquired about meter box replacements, fees and responsibilities associated with them. Ms. Horton clarified.

## **Staff Reports**

Ms. Horton reported she has removed COVID updates from her written report as COVID restrictions are minimal.

Ms. Horton reported on financials for both January and February. As of January 31, 2022 she stated the Bank Transaction Report listed all expenditures paid out to be standard with a total of \$582,000. Ms. Horton reviewed the Budget Report with \$4.25 million in revenue, \$3.2 million in expenditures with a net difference \$1.05 million with a net change in assets of \$719,000. She stated the Balance Sheet is a current cash position and stated it has continued to grow as there are no major expenditures and wrapped up the financials with the Income Statement as it ties back to the Budget Report. For more detailed information refer to the attached reports.

Ms. Horton reported on financials as of February 28, 2022. She stated the Bank Transaction Report listed all expenditures paid out to be standard with a total of \$407,000. Ms. Horton reviewed the Budget Report with \$4.65 million in revenue, \$3.54 million in expenditures, with receivables being carried in the amount of

\$323,000, with a net difference \$775,000. She stated the Balance Sheet is a current cash position and has continued to increase. Ms. Horton wrapped up the financials with the Income Statement as it ties back to the Budget Report. For more detailed information refer to the attached reports.

Ms. Horton provided project updates. She stated the Water and Wastewater Standards is being reviewed internally to provide feedback to Bohannon Houston.

Ms. Horton reported the Dona Ana Village Lift Station and Force Main project has bid and there is a recommendation for award on today's agenda.

Ms. Horton shared the Southeast Collection Final Phase design is 95% complete and plans have been sent to USDA. She further stated the 2<sup>nd</sup> round of comments have been received.

Ms. Horton stated the Parking Lot Improvement project has bid and there is a recommendation for award on today's agenda. If awarded, construction should start in 45 days.

Ms. Horton reported West Mesa PER is complete and has been submitted to NMED. She further stated 1<sup>st</sup> round of comments have been received.

Ms. Horton reported on the Dona Ana Tank Rehabilitation project. She stated the contractor is currently working on a schedule, submittals, and bonding information. She further stated she would expect to see D & R Tank on site in the next 30 days.

Ms. Horton shared the Picacho Hills Sewer Main Protection project study is in process and close to being complete.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD (Southeast Collection) was received and have completed 75% of the items in the LOC and should be ready to submit for closing instruction in March.

Ms. Horton reported she has submitted 2 applications to New Mexico Finance Authority Planning Grant to begin creating an Asset Management Plan as well as a Water Master Plan. She further stated she will continue to hold off until additional funds can be secured for the 2 planning documents.

Ms. Horton reported on Colonias Infrastructure Board. She stated 2 applications were submitted. One for the design for the West Mesa Water System and the second for construction funds for Dona Ana Village & Lift Station.

Ms. Horton provided and reviewed a Funding Report on the current funding.

Ms. Horton reported on subdivisions. She stated a 2<sup>nd</sup> round of comments have been returned to the developer of Vista Rancho.

Ms. Horton shared the Flemish Subdivision has received their 2<sup>nd</sup> round of comments.

Ms. Horton wrapped up subdivisions with Westland Subdivision stating they request to subdivide 14 acres into 2 small parcels and 1 large parcel. The developer has submitted the 2<sup>nd</sup> round of plans for review.

Mr. Berryman departed from the meeting at 9:30 a.m. and a quorum was maintained.

Ms. Horton was happy to report Operator, Anthony Legarda obtained his Water 3 certification this month.

Ms. Horton provided the Water Rights table as of February 28, 2022 and reported the recent water rights purchased are reflected on the report.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 449 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project.

Ms. Horton shared the Customer Service Report for the month of February. She reported 86 accounts were disconnected. She reviewed the Billing Summary Report. She covered the number of bills sent, the water and sewer that was billed, the number of connections and total members. Ms. Horton also reviewed the Service Orders by Area report to include the number of calls and the type of service.

Ms. Horton discussed the Pumping Data. She reported 31.4 million gallons was pumped for the month of February in Dona Ana, 2.7 million gallons for Ft. Selden and 8.57 million gallons in Picacho Hills.

Ms. Horton reported on the Pump vs Sold report. She reported on the gallons pumped and the gallons sold with a net loss of 13%. Ms. Horton stated there was a 2-inch line connection found in Picacho Hills, with quite a bit of water moving

through it. Ms. Horton stated the line was severed and hopes to see a reflection in next month's report with better numbers.

Ms. Horton reported on the Well Data Update. She reported a Static Date was pulled on 2/2/2022 and a GPM (Gallons Per Minute) date was pulled on 3/7/2022. Ms. Horton stated the questions on the blending report from the Environment Department regarding Well 7, have been addressed and is waiting for any additional questions or an approval.

### **Unfinished Business**

Dr. Anderson moved the Approval to Award the Parking Lot Project; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton discussed the base bid, and alternates 1 and 2. Ms. Horton stated the low bidder was Caliper Construction, Inc for \$484,484.00. She stated it is less than the engineering estimate, but shared costs have gone up significantly from when the budget was set. However, with additional income that have come in this year, Ms. Horton feels confident it will cover this project as a whole. Dr. Anderson moved to approve the award to Caliper Construction, Inc for the Parking Lot Improvement project to include base bid, alternate 1, and alternate 2 there was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Dr. Anderson moved the Approval to Award the Dona Ana Lift Station and Force Main Project; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this is to rehab the Dona Ana Village Lift Station's wet wells, pumps, safety barriers and repair the entire Force Main from the lift station to the interceptor that goes to the

city. She further stated there have been many issues over the years due to corrosion and futher discussion ensued. Dr. Anderson suggested to award the Dona Ana Lift Station and Force Main project with total base bid and alternate 1 to Spartan Construction of New Mexico, LLC, granting Ms. Horton the flexibility to make the necessary adjustments as she may see fit within the funding capabilities. Mr. Clouse recused himself from this vote as he is employed by Morrow Enterprises, Inc. There was no further discussion and a roll call vote was taken, motion passed unanimously 3-0.

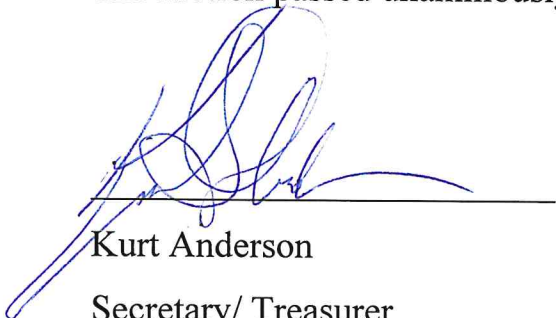
At 10:00 a.m. Mr. Stull left the meeting, and a quorum was maintained.

**Board Open Discussion**

None

**Adjournment**

Dr. Anderson motioned to adjourn at 10:01 a.m., with a second from Mr. Clouse. The motion passed unanimously 3-0.



Kurt Anderson  
Secretary/ Treasurer

4/21/22  
Date