



Doña Ana Mutual Domestic Water Consumers Association
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The following are the minutes of the Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, March 18, 2021 convened at 9:03 a.m. via Zoom.

Call to Order & Roll Call

President Melton called the meeting to order at 9:03 a.m. and called roll:

Vice President – Jamie Stull, Present (Zoom)

Secretary/Treasurer – Kurt Anderson, Present (Zoom)

Board Member – Paul Maxwell, Present (Zoom)

A Quorum was declared.

Others in Attendance:

Legal Counsel- Josh Smith (Zoom)

Executive Director- Jennifer Horton (Zoom)

Office Manager- Margo Lopez (Zoom)

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Dr. Maxwell. There was no further discussion and the motion passed unanimously by roll call vote 4-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of February 18, 2021 as presented; Dr. Maxwell seconded. There were editorial changes suggested by the board. Dr. Anderson moved to approve the minutes as amended, Dr. Maxwell seconded, there was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

President Melton inquired about a followed up with the member who was unable to address the board via Zoom. It was stated the staff did make contact with the member who at the time did not express further interest to address the board.

Board President Report

President Melton initiated discussion on House Bill 206. He further stated this bill did not apply to Dona Ana MDWCA or any other Mutual Domestic. President Melton suggested further discussion continue under Board Open Discussion.

Staff Reports

Ms. Horton reported on the financials as of February 28, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard. She reviewed the Budget Report with \$4.45 million in revenue, \$2.88 million in expenditures and \$791,000 in pending receivables with a net difference \$715,000. Ms. Horton further stated not all receivables have yet been reimbursed. She reported the Balance Sheet report is the current cash position as it is currently up from last year and wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton reviewed the Accounts Receivable spreadsheet that reflects the impact of the current pandemic on revenues.

Ms. Horton reported there were currently no staff members quarantined for any COVID related reasons and stated the drive thru has remained opened through the transition from “Red” to “Yellow.” Ms. Horton further stated she did not anticipate any additional changes to the current protocols until the county moves from “Yellow” to “Green” as she continued to review the Emergency Procedures.

Ms. Horton provided project updates and stated Southeast Collection Phase 3 construction is complete. However, there would still be some testing on the system prior to finalizing the project.

Ms. Horton stated the Water and Wastewater Standards are currently being developed to ensure all future developments / projects meet our standards and the expectations are clearly defined for developments.

Ms. Horton reported Dona Ana Village Lift Station and Force Main PER has currently been sent to NMED for review and approval. First round of comments from NMED have been addressed and once approved the project will move into the design phase.

Ms. Horton stated Southeast Collection Final Phase design has reached 95% completion and was submitted to USDA for review. Comments from the funding agency are currently being addressed and customers have been contacted regarding signing up for connections.

Ms. Horton discussed the Parking Lot Improvements. She reported the final design is complete and all permits have been submitted and paid for. She further stated approval from the Planning and Zoning Department have been received. However, she stated we are waiting on the approval of permits from Building Services and Engineering before the project can be bid.

Ms. Horton stated West Mesa PER contract is waiting on final approval from the reviewing agency.

Ms. Horton reported Dona Ana Water Tank Rehabilitation final design is complete and has been approved by NMED Drinking Water Bureau. She further stated it is pending approval by NMED Construction Programs Bureau.

Ms. Horton reported on funding applications for the current funding. She stated the Letter of Conditions (LOC) for USDA RD was received July 31, 2019 and have completed 75% of the items within the (LOC) and will be ready to request closing instructions in April.

Ms. Horton stated all the required Readiness to Proceed items have been submitted to the Water Trust Board on January 12, 2021 and hope to be awarded \$2,500,000 for the Dona Ana Tank Rehabilitation Project.

Ms. Horton reported the application for the Dona Ana Village Lift Station and Force Main Project was submitted and more information will be provided in May.

Ms. Horton stated she will submit 2 applications to begin creating an Asset Management Plan as well as a Water Master Plan. She further stated the application is for \$50,000 each and a date for submission has been identified yet.

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots.

Ms. Horton shared Vista Rancho have submitted plans and are pending review. No other changes were reported.

Ms. Horton stated Legends West Phase 3C is expected to submit final construction plans for review and approval in the next 30 days.

Ms. Horton reported Reyes Westwind Subdivision is beginning the subdivision process and will contain 9 lots.

Ms. Horton stated Shade Tree/Apple Tree Subdivision is beginning the subdivision process and will contain 9 lots.

Ms. Horton mentioned Casa de Oro is online and is currently working out a few bugs in the system.

Ms. Horton wrapped up the subdivisions with Rancho de Gallo. She reported the vacuum station is online. She stated there was some confusion on infrastructure that needed to go in and reported the builder was unclear on what a vacuum station was. Ms. Horton stated they were met with and it has been cleared up.

Ms. Horton reported the position of a Utility Worker was filled for Operations, leaving one vacancy. She shared the Operator Certification Program has been reinstated and expressed concern on the number of people allowed to test per day.

Ms. Horton stated the Admin staff is currently working on reminder compliance letters for those who are required to have a backflow preventor device to protect the drinking water system as well as letters for grease traps. The letters for grease traps are for those who are required to have them cleaned on a certain schedule to help protect the collection lines and treatment facility.

Ms. Horton shared an updated Water Rights table as of February 28, 2021 and reported there were no changes.

Ms. Horton advised homes in the Southeast Collection System area are being identified to provide additional information on the upcoming project. She further stated we would be collecting applications for those who would like to connect to the project.

Ms. Horton reviewed the Customer Service Report. She reported there are no disconnects at this time and penalties are trending up. Ms. Horton 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. She stated for special projects, the staff is working on the Member List to ensure it is correct for the district alignments, scanning, updating membership files, and Standard Operation Procedures (SOP's).

Ms. Horton discussed the Pumping Data for Dona Ana, Ft. Selden and Picacho Hills. She stated the Pumping Data for Dona Ana is a bit higher than last year. She stated in the Pump vs Sold the system's average is 10%. She reported 113,000 gallons for flushing and breaks and stated she has asked staff to get a better hold of tracking.

Ms. Horton reported on the Well Data Update. She reported there are no changes to the static levels to report on as we are currently unable to lower the transducers in the well.

Ms. Horton reported Well 7 was drilled and ran another round of tests. She is working with the Environment Department on blending.

New Business

None

Unfinished Business

Dr. Maxwell moved the Approval of New Members New Meters; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton reported 16 names on the list, all are new members, and one new meter. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

Dr. Maxwell moved the Approval of Resolution 2021-04 Sale of Real Property; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. She reminded this item was previously discussed and stated this resolution needed to be submitted to the State Board of

Finance for approval. There was no further discussion, and the motion passed unanimously 4-0.

Mr. Stull moved the Approval of Resolution 2021-05 Disposition of Surplus Property; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. She reminded the board this was addressed one year ago and as the pandemic hit this resolution was placed on hold. She further stated she is now needing to resubmit the resolution to begin the process once again to move forward. There was no further discussion, and the motion passed unanimously 4-0.

Open Discussion

Mr. Melton led discussion on the current number of members in arrears due to the pandemic. It was proposed the Association discuss moving forward with establishing payment arrangements for members impacted by COVID. This was to include accounts after March 1, 2020 to assist bringing delinquent accounts current to avoid disconnection, once disconnects are put back in place and further discussion ensued.

Dr. Maxwell reported the Capital Outlay was approved.

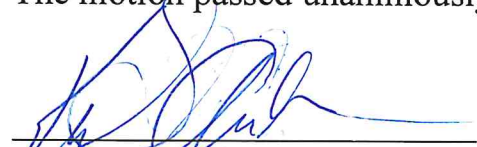
Dr. Maxwell inquired about the water conservation program and request the schedule for irrigation be placed in the newsletter.

Dr. Maxwell discussed the vacancy in the board and suggested Ms. Horton visit with the Bulletin to consider a public service announcement.

Dr. Maxwell inquired about the missing Board Packages / Agendas on the website. Ms. Horton advised there was a glitch in the system and was unable to recover them.

Adjournment

Dr. Maxwell motioned to adjourn at 10:46 a.m., with a second from Dr. Anderson. The motion passed unanimously 4-0.



Kurt Anderson
Secretary/ Treasurer

5/20/21
Date