



*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, March 5, 2020 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, Present

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of February 6, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by President Melton. He asked to change the word “appointed” to “elected” on page 4, under Unfinished Business; first paragraph. There was no further discussion. Dr. Maxwell moved to approve the minor editorial changes as amended with a second by Dr. Anderson. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Dr. Maxwell moved to approve the Special Board Meeting Minutes of February 17, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Approval of New Members & New Meters

Dr. Maxwell moved to approve the New Members and New Meters as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. Ms. Horton stated there were 21 names on the report, 7 new members, 14 existing members and 12 new meters. President Melton inquired about the cost difference for Gold Key Builders. Ms. Horton advised it was for the Grey Fox subdivision. She stated upon the development of the subdivision the developer had an arrangement for a reduction in cost for installation since they performed most of the work. Ms. Horton stated there were a few others who were established with the same arrangements, as the water rights and most of the connection fees were previously paid by the developer. Dr. Maxwell inquired about those on the report that were not charged fees in association with their connection. Ms. Horton advised those homes were purchased with an existing meter and own another home

within the system. Therefore, they are not charged for an additional membership, as they are already members. There was no further discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton reported the Association was vandalized with graffiti on February 19, 2020. He stated he would like to have further discussion with the board to install video surveillance cameras to cover all facilities and enhance existing security measures.

President Melton advised on February 20, 2020 a legislator approved \$50,000 in funding to have a PER for potential damages to 3 arroyos in District 5. One of which is the Barcelona Ridge Arroyo Project with an original estimate of \$800,000.

President Melton stated there were 2 legal cases in court. One is pending appeal and the second case is ongoing with negotiations/discussions.

President Melton discussed the problems of Well 7 and stated they have been resolved and will be online shortly.

President Melton mentioned the paving patches have started and the hydrant testing /change out is ongoing as time is permitted. Ms. Horton stated there was a slight delay due to water hammer causing damage to 10 inch main in District 5.

President Melton reported New Mexico Environment Department has published the results of the 2019 water and sewer rates survey. He stated Dona Ana MDWCA is competitive with the statewide average.

Dr. Anderson asked where he could gather information on test data for wells.

President Melton presented Service Awards and thanked staff for their efforts and loyalty. Awards were presented to Clarissa DeLeon- a NMSU Branch graduate; 1 year, Brian Pacheco- Utility Worker; 1 year, Cody De La O- Water 1 Operator; 1 year, Paul De La O- Water 1 Operator; 1 year and Lawrence Lujan- Lead Operator in Dona Ana and Radium Springs, Double 4 in Water/Wastewater; 1 year.

Staff Reports

Ms. Horton discussed the Radium Springs project and stated El Paso Electric's Contract has arrived and the power pole is to come. Ms. Horton stated she asked SCADA to provide a quote to rehab the SCADA equipment. Ms. Horton reported the project completion is set for April 2020.

Ms. Horton reported on the Southeast Collection project. She stated substantial completion was called in and there are 4 roads to change order in for the next portion. Ms. Horton further mentioned the easements for the private roads will be change ordered in as they are ready.

Ms. Horton reported on the Wastewater Treatment Plant project and the completion goal is set for August 2020.

Ms. Horton shared the main projects in design include Dona Ana Village System (4 Dona Ana water tanks), Southeast Collection (overall project) and Parking Lot/Covered Storage.

Dr. Anderson asked what the next major project was. Ms. Horton stated the Southeast Collection at \$15 million. She further stated the construction plans are to be completed by review agencies in November 2020 and set to bid late February 2021.

Dr. Maxwell inquired about the status of hydrants in District 5. Ms. Horton stated it was reported to be at 50% completion for the painting and numbering the hydrants.

Ms. Horton discussed the status of the Operations Department. Well 7 is down, Well-5 has been pulled and currently down, Well-6 and 16 are undergoing an inspection and cleaning. She advised Well 15 will be next for inspection and cleaning.

Ms. Horton shared the status of the Admin Department. She stated the Annual Water Fair is approaching in April. She advised the Association will continue to participate this year. The presentation will be conducted by Cynthia Ormseth and Lorrie-Ann Froats.

Ms. Horton had discussion on funding. She reported the application submitted to USDA is to be used for equipment and vehicles.

Ms. Horton had discussion on the attendance for the New Mexico Rural Water conference in April.

Ms. Horton shared she will be attending training for the Apprenticeship Program held in Oklahoma, in April. She further stated this opportunity will also provide curriculum for our in-house training program.

Ms. Horton had discussion on the 2019 Annual Audit. Ms. Horton reviewed the Financials, Income Statement, Cash Flow, Retirement Pension and Audit Findings.

Dr. Maxwell departed from the meeting at 10:35 am due to prior business.

New Business

None

Consent Agenda

None

Unfinished Business

Dr. Anderson motioned to approve the 2020-05 USDA Funding Application as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. She stated the application will authorize her to file applications on behalf of the Association going forward. There was no further discussion. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Dr. Anderson motioned to approve the 2020-06 Disposition of Property Less Than \$5,000 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. She stated there are 6 barrels of scrap materials to include meters and fittings to be scrapped. There was no

further discussion. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Dr. Anderson motioned to approve the 2020-07 Disposition of Property More Than \$5,000 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. She reviewed the 13 items to be sent to auction. There was no further discussion. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Dr. Anderson motioned to approve the 2020-08 Reserves Allocations as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. Ms. Horton discussed the suggestions made by the auditors to update reserves. There was no further discussion. The Chair called for a vote on the motion; the motion carried by roll call vote 3-0.

Open Discussion

President Melton discussed the installation of video surveillance cameras to cover all facilities to enhance existing security measures.

Discussion on current policies in the Employee Handbook was made.

Adjournment

Dr. Anderson motioned to adjourn at 11:29 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 3-0.

Kurt Anderson

Date

Secretary/ Treasurer

