



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, May 19, 2022 convened at 9:05 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 9:05 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Brian Clouse, Excused Absence

Board Member – Clayton Berryman, Excused Absence

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

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. There was no discussion, and the motion passed unanimously by roll call vote 3-0.

Minutes

Dr. Anderson moved to approve the Regular Board Meeting Minutes of April 21, 2022 as presented; Mr. Stull seconded. There was no discussion, and the motion passed unanimously by roll call vote 3-0.

Customer Issues and Public Input

Mr. Ben Baca requested 5 minutes to address his past due bill, however, he was not in attendance.

Board President Report

President Melton acknowledged the passing of Mr. James Robles, a former member of the Board of Directors. Dr. Anderson further mentioned Mr. Robles was an impressive individual and highly active with Association. Ms. Horton also shared Mr. Jim Dunlap, who started New Mexico Rural Water Association (NMRWA) also passed.

President Melton stated the motor of Well 6 expired and with the rapid efforts and timely response of Ms. Horton and the well driller, they were able to get it back up and running in 2 days.

President Melton reminded those on the board that New Mexico Rural Water Association's (NMRWA) annual conference will be held June 14th – 16th at the Crown Plaza in Albuquerque. He further stated a fall conference will be available in Las Cruces for Board Member training.

President Melton inquired about the status of Our Lady of Purification Church. Ms. Horton provided a letter for his signature.

President Melton shared the Annual Membership Meeting is scheduled for 7 p.m. on June 21, 2022 at the Dona Ana Elementary School.

*Ms. Horton advised Mr. Berryman was at a funeral.

Staff Reports

Ms. Horton reported on financials for April. As of April 30, 2022 she stated the Bank Transaction Report listed all expenditures paid out to be standard. She further stated larger checks will show up as construction projects will begin in June. Ms. Horton reviewed the Budget Report with \$5.89 million in revenue, \$4.44 million in expenditures with a net difference of \$1.22 million in operating funds, and a net gain of over a million dollars to carry over next year. Ms. Horton informed the board New Mexico Finance Authority (NMFA) had issues on their books with the collection of loan payments from 2020 and is now going back to collect from all entities. She further stated about \$300,00.00 is expected to be paid. She stated the Balance Sheet is a current cash position and stated it is \$3.4 million between all accounts 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 provided project updates. She stated the Water and Wastewater Standards is being reviewed internally to provide feedback to Bohannon Houston to finalize.

Ms. Horton reported the Dona Ana Village Lift Station and Force Main project has been awarded to Spartan Construction and has had the Pre- Construction meeting. Construction is planned to begin June 13, 2022, as they are waiting on ductile iron fittings.

Ms. Horton shared the Southeast Collection Final Phase is currently working through the remaining easements. She further stated USDA is now requiring Alta Surveys to secure the loans. Ms. Horton shared while working through the easements and survey issues she will file for the \$1.2 million reimbursement.

Ms. Horton stated the Parking Lot Improvement is in progress.

Ms. Horton reported West Mesa PER is complete and is waiting on final approval from NMED.

Ms. Horton reported on the Dona Ana Tank Rehabilitation project. She stated the contractor is on site and the rehabilitation has begun on the small tank at the North Tank site. Ms. Horton reported on the multiple issues regarding the tank and its necessary repairs with an estimated cost of \$150,00.00.

Ms. Horton shared the Picacho Hills Sewer Main Protection project study is complete and has been sent to NMED for review. She further stated they have come back with recommendations and the \$100,000 could complete the design and potentially the majority of the construction to be done.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD (Southeast Collection) was received and are waiting on the NM State USDA Office to submit our file to Wahington DC for approval.

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 (CIF). 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 and Force Main. She further stated CIF Board is scheduled to review and award projects on May 24th.

Ms. Horton stated she has sent a request to Senator Heinrich's Office requesting for funds to aid with the sewer cleaning equipment.

Ms. Horton provided and reviewed a Funding Report on the current funding. She further shared Capital Outlay funding was received. Senator Steinborn gave \$75,000 to do a PER for the East Central area to start the process for sewer and State Representative Rubio gave \$100,000 toward the sewer Vactor truck, for the sewer cleaning equipment. Ms. Horton advised the State Board Finance stated with the current market, the Bond Sale that normally occurs in June is problematic for them. They will do 2 Bond Sales this year, one in June and one in September. Ms. Horton further stated with all the projects going on she has elected to wait until September for the Bond Sale and will seek Capital Outlay again in January.

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

Ms. Horton shared the Flemish Subdivision has been approved for construction.

Ms. Horton stated Westland Subdivision request to subdivide 14 acres into 2 small parcels and 1 large parcel has been approved for construction.

Ms. Horton stated Bohannan Huston is currently reviewing the Weise Development subdivision. She further stated they will need to provide the expected flow as their contract to provide service to them has expired. However, they wish to proceed. Ms. Horton further mentioned she is seeking assistance with Mr. Jeff Gariano for the billing and collection of the wastewater services provided to the Weise Development. Mr. Smith has drafted a contract for Mr. Gariano to oversee the billing, collection, and disconnection for Weise Development.

Ms. Horton reported the Kevin Taylor Subdivision is 11-acres split into 5 lots. She stated she received a subdivision plan split and it was rejected as Ms. Horton requested a plan set with utilities.

Ms. Horton wrapped up the subdivisions with the Ogas Subdivision. She reported it to be a 15-acre parcel split into 9 lots. She further stated they withdrew their request for the subdivision and continued to go to Customer Service to split the lot to avoid having to go through the subdivision process. Customer Service did visit with Ms. Horton and reminded Mr. Ogas he would need to share his plans with Ms. Horton.

Ms. Horton shared her experience with the length of time and difficulties in obtaining meters and further discussion ensued.

Ms. Horton stated there were no new certifications obtained in Operations is month. However, Operations is actively pursuing the opportunity to test for their NMED State Certifications in water and wastewater.

Ms. Horton provided the Water Rights table as of April 30, 2022 and reported no changes since the last meeting.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 459 qualified applications have been collected and will continue to collect applications for those who would like to connect to the project. Ms. Horton reported public meetings for Southeast Collection are being worked on for the month of June.

Ms. Horton reported 11 iHydrants have been installed and advised she would share the data base at the next board meeting and further discussion ensued.

Ms. Horton provided updates to the wells. She shared Well 7 is pending the approval on the Blending Report from New Mexico Environment Department (NMED), Well 11 is pending the sampling test results and both Wells 9 and 10 have been converted from gas to liquid chlorination. Ms. Horton further stated Well 11 should be online any day. She reported Well 5 is waiting on a sand separator to arrive and Well 15 at this time it is still uncertain.

Ms. Horton shared the contract for the sale of Hope Road has been signed and documents have been sent to the title company by Mr. Smith. She further stated it will then be prepared to go to the State Board of Finance for approval to sell the land.

Ms. Horton reported she is in the process of ordering an appraisal for the property that surrounds the South Tanks. She mentioned she would like to utilize the money

obtained from the sale of Hope Road to purchase new property. This would potentially be an area for new tanks and wells in the near future and further discussion ensued.

President Melton inquired about pumping to the limit of water rights and Ms. Horton clarified.

President Melton inquired about the status of the waterline cleaning equipment. Ms. Horton explained with several other projects in the works this has been placed on hold.

President Melton inquired about return flow with the city and Mr. Smith clarified.

Ms. Horton requested to open two new positions, a Billing Technician in Admin, and an Executive Assistant to assist Ms. Horton with projects and other duties. There were no objections.

Dr. Anderson inquired about the Pump vs Sold. Ms. Horton stated although it appears to look better, it is only a timing issue and advised it is still being looked into, as she suspects there may be illegal connections.

President Melton led discussion on the Rate Study.

Ms. Horton provided the Customer Service Report for the month of April. For more detailed information refer to the attached reports.

Unfinished Business

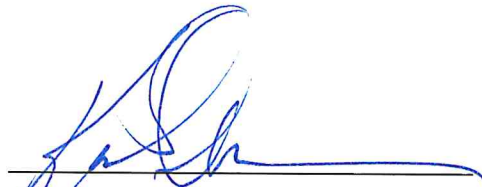
Dr. Anderson moved the Approval of April New Members & Meters as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion, and the motion passed unanimously by roll call vote 3-0.

Board Open Discussion

None

Adjournment

Dr. Anderson motioned to adjourn at 10:33 a.m., with a second from Mr. Stull. The motion passed unanimously 3-0.



Kurt Anderson
Secretary/ Treasurer

6/16/22

Date