



*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 20, 2021 convened at 9:02 a.m. in the Dona Ana Mutual Domestic Water Consumers Association located at 5535 Ledesma Dr., Las Cruces, NM 88007

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

President Melton called the meeting to order at 9:02 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Paul Maxwell, (Telephoncially)

A Quorum was declared.

### **Others in Attendance:**

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Member- Jim Hayhoe

### **Approval of Agenda**

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Stull. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

## **Minutes**

Dr. Anderson moved to approve the Regular Board Meeting Minutes of April 15, 2021 as presented; Mr. Stull seconded. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

President Melton shared information found on a public forum addressing dirt in the water found in District 1. However, there were no complaints to staff regarding the issue. He stated he and Ms. Horton are investigating the potential cost of the equipment to conduct in-line cleaning as the Association is currently on a waiting list.

President Melton reported he and Ms. Horton have discussed the reopening of the office, COVID-19 vaccinations, and protocols for staff during this time. He further stated the lobby is now open to the public.

## **Staff Reports**

Ms. Horton reported on items of the financials as of April 30, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard. She reviewed the Budget Report with \$5.5 million in revenue, \$3.67 million in expenditures with a net difference \$1.8 million. 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 a spreadsheet that reflects the impact of the current pandemic on revenues. She reported staff has sent out letters, follow-up calls are being made, full payments are being collected as others are placed on a promissory agreement as disconnection is approaching.

Ms. Horton reported there were currently no staff members quarantined for any COVID related reasons. She further stated the lobby is now open and has implemented a plan for staff to return to full time. Ms. Horton also reviewed the updated Emergency Procedures.

Ms. Horton provided project updates and stated all testing is complete for Southeast Collection System Phase 3 and are working on replacing the current biofilter.

Ms. Horton stated Water and Wastewater Standards are currently being developed to ensure all future developments and projects meet our standards and our expectations are clearly defined for developments. However, this project has moved back in the priority list due to other current priorities.

Ms. Horton reported on the Dona Ana Village Lift Station and Force Main. She stated the project is currently in the design phase.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion. She further stated comments have been received from all agencies and are currently being addressed.

Ms. Horton reported the Parking Lot Improvements final design is complete and all permits have been submitted and paid for. She further stated the approval was received

from the Planning and Zoning Department. Ms. Horton stated comments are being addressed and have been provided by various Dona Ana County departments.

Ms. Horton stated West Mesa PER is currently in process.

Ms. Horton stated the Dona Water Tank Rehabilitation final design is complete and has been approved by NMED Drinking Water Bureau. It is currently pending approval by NMED Construction Programs Bureau.

Ms. Horton reported Picacho Hills Sewer Main Protection is currently waiting on the fully executed grant agreement for the PER.

Ms. Horton reported 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 June.

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 has been submitted.

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 applications are for \$50,000 each and a date for submission has not been identified yet.

Ms. Horton mentioned a Rate Review may occur sometime next year. She further reported it was advised to wait until the construction phase of Southeast Collection.

Ms. Horton discussed the Project Funding Report and stated there is still quite a bit of money available to spend.

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots. They are currently working on waterlines and expected to be finished within 90 days.

Ms. Horton reported Vista Rancho's first set of plans have been reviewed and have provided comments back to the developer to be addressed.

Ms. Horton stated Legends West Phase 3C is expected to submit final construction plans for review and approval. She further stated the number of the lots are unknown.

Ms. Horton stated the Reyes Westwind and Shade Tree / Apple Tree Subdivisions are each beginning the subdivision process and will contain 9 lots each. She further stated submittals are currently pending.

Ms. Horton wrapped up the subdivisions with Wiese Development. She reported the plan set was received last week and the review process will begin.

Ms. Horton reported on other matters and stated 2 letters have been sent to past due customers and the Customer Service staff is currently making follow-up calls each week to collect on unpaid balances or to place members on a promissory agreement for those in arrears due to the pandemic.

Ms. Horton stated the Operator Certification testing has been reinstated and staff is actively seeking the opportunity to test. She further stated there are currently no plans to reinstate the in-house training program.

Ms. Horton stated 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 discussed the Water Rights table as of April 30, 2021 and reported no changes from last month.

Ms. Horton advised homes in the Southeast Collection System area have been identified and provided information on the upcoming project. She further stated 352 qualified applications have been collected and will continue to collect 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, however, the disconnects will begin in June. Ms. Horton reviewed the current schedule, special projects, and monthly penalties. 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 discussed the Pumping Data. She reported 4.8 million gallons was pumped for the month of April in Dona Ana, 4.3 million gallons for Ft. Selden and 12.6 million gallons in Picacho Hills.

Ms. Horton stated the Pump vs Sold report reflects 61 million gallons pumped overall and a 10% loss ratio with the system's average at 11%.

Ms. Horton reported on the Well Data Update. She discussed the changes to the report, pointing out Well 7 and Well 15 as they are currently inactive and provided updates on each of the wells.

Dr. Maxwell inquired about the replacement of landscaping for Picacho Hills. Ms. Horton advised it is on her list.

### **New Business**

None

### **Unfinished Business**

Dr. Anderson moved the Approval of April New Members & New Meters; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton reported 18 names on the list, all are new members and 2 new meters. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

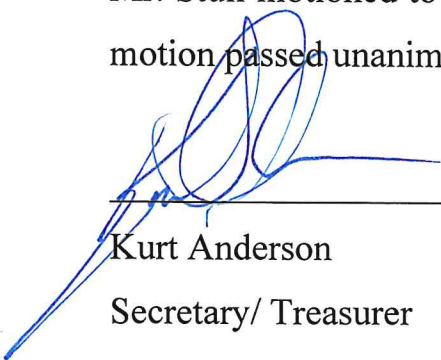
### **Open Discussion**

Dr. Anderson requested an update on legal matters. Legal Counsel, Mr. Smith reported on Combine and Commingle and stated he hoped to get it remanded to the district by the end of June, in hopes for a permit sometime this year. He reported on the protest applications and no changes on appeals.

Dr. Maxwell shared his conversations with Senator Heinrich's office and provided information on funding opportunities. Further discussion ensued.

**Adjournment**

Mr. Stull motioned to adjourn at 10:29 a.m., with a second from Dr. Anderson. The motion passed unanimously 4-0.



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Kurt Anderson  
Secretary/ Treasurer

6/17/20  
Date