



*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, November 5, 2020 convened at 9:01 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 9:01 a.m. and called roll:

Vice President – Jamie Stull, Present

Secretary/Treasurer – Kurt Anderson, Present (Telephonically)

Board Member – Paul Maxwell, Present (Telephonically)

A Quorum was declared

### **Others in Attendance:**

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton (Telephonically)

Office Manager- Margo Lopez

### **Approval of Agenda**

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

### **Minutes**

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of October 1, 2020 as presented; Dr. Anderson seconded. President Melton suggested a minor editorial change to page 3. Dr. Maxwell moved to approve the notes as amended, Dr. Anderson seconded, there was no further discussion, and the motion passed unanimously by roll call vote.

### **Minutes**

Mr. Stull moved to approve the Special Board Meeting Minutes of October 8, 2020 as presented; Dr. Maxwell seconded, there was no further discussion, and the motion passed unanimously by roll call vote.

### **Approval of New Members & New Meters**

Mr. Stull moved approval the New Members and New Meters as presented; Dr. Anderson seconded; discussion provided the following information:

New Members – 17

New Meters – 15

Existing Members – 13

A roll call vote was taken, motion passed unanimously.

### **Customer Issues and Public Input**

Mr. Jim Hayhoe discussed the potential use of Zoom for Dona Ana MDWCA Board Meetings. He shared statistics, cost options, and discussed its manageability. Mr. Hayhoe would like for the Board of Directors to consider a trial of Zoom for future board meetings. President Melton stated the board will discuss this option under New Business at the next regular board meeting.

### **Board President Report**

President Melton mentioned Dr. Anderson sent him a link dealing with security of systems published by NMED. It primarily dealt with digital operations and accounting systems. President Melton stated a large municipal utility was subjected to a cyber ransomware attack. He further stated he would visit with Ms. Horton to discuss areas that may need to be strengthened in the system. Discussion ensued and Ms. Horton addressed some of their concerns on the operations and administrative side.

### **Staff Reports**

Ms. Horton reviewed the Customer Service Report for October 1, 2020. She reported there were \$15,680.34 in penalties for September processed on October 26, 2020. Ms. Horton stated there were no disconnects and reported 6,059 connections.

Ms. Horton stated she would report Octobers Monthly Penalties at the next board meeting and reported there have been no disconnections since March.

Ms. Horton reviewed the Billing Summary Report. She stated there were 5,905 bills sent out, \$347,647 billed for water, \$53,178 billed for sewer with 5,855 active accounts.

Ms. Horton discussed the financials. She explained the Bank Transaction Report. She reminded the board this is a listing of the checks. Ms. Horton did point out several checks for Desert View Homes. She explained those were refund checks for accounts transferred from the builder's name into the home-owners name and the larger checks are for the ongoing projects.

Ms. Horton reviewed the Budget Report. She reported through the end of September there was revenue of \$1.88 million and expenditures of \$1.17 million with a net difference of \$664,000 between revenue and expenditures.

Ms. Horton stated the Balance Sheet Report is a snapshot as of September 30<sup>th</sup> of our current cash position being just over a million dollars.

Ms. Horton wrapped up the financials with the Income Statement Report. She stated this report ties back to the Budget Report with a net difference between revenue and expenditures of \$664,000.

Ms. Horton advised the board she would provide the Pump Data Reports at the next meeting.

Ms. Horton discussed 3 active projects. She stated the sewer plant reached substantial completion. She reported they are finishing up the remote SCADA System and things are running smoothly. Ms. Horton stated the final payment for this project will be at the end of November.

Ms. Horton stated Southeast Collection went through a substantial walk through last week. She mentioned there are additional funds to be spent and are currently working to get change orders issued to spend as much of it as possible.

Ms. Horton reported Radium Springs is not complete and waiting on El Paso Electric to install new power to the well. Ms. Horton advised it could be 3 to 12 weeks to get the upgraded power as the current transformer is not adequate. Ms. Horton further

stated she would apply for an extension of funding with USDA as it is due to expire December 31, 2020.

Ms. Horton discussed projects actively in design. She reported Southeast Collection is at preliminary design of 60% and moving beyond that with the engineering firm. Ms. Horton stated there has been discussion with the county and they now would like the lines to be run in the middle of the road for this project. She did state the project is \$15 million and does not want to see the costs escalate too much as result of this change. She stated the paving in this project could be astronomical.

Ms. Horton advised the parking lot and covered storage completed the pre-application hearing. She further stated unless there is a building design for a canopy structure, the county will not review the plans or issue permits. Ms. Horton explained the best option would be to bid the parking lot with fencing to obtain permits and deal with the shade structure later. She advised changes would be minimal and only related to the shade structure. Ms. Horton stated it could result in a little more money if it had to be bid twice but did not see any other way. Ms. Horton mentioned a start of construction would be pushed to spring 2021.

Ms. Horton reported Dona Ana Village Lift Station PER is wrapping up and will move to design to seek funding for construction.

Ms. Horton mentioned the Tank Rehab in Dona Ana is 95% complete and have not heard back with regards to the funding.

Ms. Horton discussed the West Mesa Water System and Picacho Hills Arroyo. She did advise there was not yet a cost for Picacho Hills Arroyo Phase 2 and West Mesa.

She further stated the PER planning document is being worked on for those two projects.

Ms. Horton discussed the past due accounts and penalties as result of COVID that was gathered from the Aging Report. She reported \$142,000 active accounts were 2 or more months past due. She stated the active accounts are those who are currently receiving service not including anyone who had received service and has moved out of the district. Further discussion ensued.

### **New Business**

None

### **Unfinished Business**

Ms. Horton reviewed the current COVID-19 procedures as it has been several months since it was last seen. She updated the current protocols to navigate through this pandemic with minimal changes to hours of operation, travel restrictions to follow the current Health Order that is in effect at the time of travel and included the Families First Coronavirus Response Act.

### **Open Discussion**

President Melton thanked Ms. Horton and extended his appreciation to staff for thier perseverance through this time as we continue to provide service.

**Adjournment**

Mr. Stull motioned to adjourn at 10:37 a.m., with a second from Dr. Maxwell. The motion passed unanimously.



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Kurt Anderson

Secretary/ Treasurer

12/03/20  
/Date