



*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, September 15, 2022 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, Absent (Excused Absence)

Secretary/Treasurer – Kurt Anderson, Present

Board Member – Brian Clouse, Present

Board Member – Clayton Berryman, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Executive Assistant- Shelby Sandoval

Member- Mr. Wayne Kleck

Member- Ms. Isabel Montoya

Member- Mr. Jim Hayhoe

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Mr. Berryman. The chair called for discussion of the motion. 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 August 18, 2022 as presented; Mr. Clouse seconded. There was no discussion, and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

Mr. Kleck addressed his concerns with regards to the membership policies for services and fees. He asked the board to look into what other utilities do or other ways to improve the process. President Melton thanked Mr. Kleck for his input and his kind words about the staff. He further stated during the policy revision next year they will examine the policy to help mitigate further issues and improve the process.

Ms. Montoya addressed her concerns with regards to the tampering fees applied and withdrawn from her account, without notification as her account was set up on auto-draft. She requested the Board of Directors waive the fees as she was unaware of her responsibility for the meter in which she did not know she had. President Melton thanked Ms. Montoya for bringing it to their attention. He stated the Board of Directors will review the matter and notify her with their decision by letter or email within the next 2 weeks.

Mr. Hayhoe mentioned he filed a claim with ServLine in March and has not heard back from them. It was noted the staff would look into the matter and follow up with

him. Mr. Hayhoe addressed his concerns with the Picacho Hills Arroyo Sanitary Sewer System Scour Mitigation Study and acknowledged Bohannon Houston Inc. did an excellent job with the analysis. However, Mr. Hayhoe did not see any positive contribution to the mitigation of the scour and expressed his disappointment in the recommendations per Bohannon Houston. He requested to be put on the agenda for the next scheduled meeting, for a detailed discussion and would like for Bohannon Houston to be included. President Melton thanked Mr. Hayhoe for his input. He further advised Mr. Hayhoe the design contract was approved per the recommendations of Bohannon Houston. He continued to state there were updates in a public meeting and it was placed on the agenda, as it was an action item in previous board meetings.

Board President Report

President Melton mentioned there have been a few power outages and reported no loss of any major equipment during that time.

Staff Reports

Ms. Horton stated financials have been provided for July and August. She reviewed the July check reporting and pointed out a \$60,000 check to D & R Tank for the North Tank rehab. Ms. Horton mentioned as construction begins, they will begin to see some larger checks. Dr. Anderson inquired about Spartan Construction. Ms. Horton stated they are the contractor for the Dona Ana Village Lift Station and Force Main project. Ms. Horton stated their first payment was for materials only as they are still waiting for fittings to begin construction. She further stated construction should begin October 3rd. She stated the Balance Sheet is a current cash position and reported \$2.3 million in cash and cash equivalents, \$184,000 in restricted cash, investments of \$1.6 million and reviewed the Budget Report, listing the revenue of \$682,000, expenditures of

\$460,000 with grant expenses, and capital purchases leaving a negative for the month of July, with \$600,000 of grant expenses to be reimbursed. She stated they will see a negative until the reimbursements start coming in. Ms. Horton wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton reviewed the August check listing and pointed out a \$165,000 check to D & R Tank for the North Tank rehab and Cross Town Construction for \$38,000 for multiple paving jobs along with others purchases. She stated the August 31st Budget shows revenue of \$1.35 million with expenditures of \$926,000. She mentioned there is a loss while carrying a million dollars in grant receivables. Ms. Horton reviewed the Balance Sheet and pointed out the cash is coming down as the receivables are being carried while she is working on the paperwork for reimbursements. Ms. Horton wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton provided a Water Rights update as of August 31, 2022 and further stated there were no changes from the last meeting.

Ms. Horton provided a written report on Project Updates, Funding Applications, Subdivisions, and Other Matters were reported.

Ms. Horton provided a written Customer Service and Operations Report.

Unfinished Business

Dr. Anderson moved the Approval of Resolution 2022 – 16 Disposition of Surplus Property; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this is to

dispose of old meters, hydrants, valves and anything that is scrap metal. This will go to the highest bidder (recycling center). She further stated this will take place after October 17th as it will need DFA approval. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Dr. Anderson moved the Approval of Resolution 2022 – 17 CIF 5765 Verification Match; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated this is for the \$910,000 Colonias Infrastructure for the over-run of the Dona Ana Villiage Lift Station and Force Main project. She stated there is a 10% match and the match would be \$91,000, she recommends the approval to complete the part that was change ordered out of the Spartan Construction project. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Dr. Anderson moved the Approval of Resolution 2022 – 18 Disposition of property less than \$5,000; the motion was seconded by Mr. Berryman. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated the state requires it to be auctioned or advertised and request seal bids. She further stated online auctions have worked well and further discussion ensued. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Dr. Anderson moved the Approval of Resolution 2022 – 19 Disposition of property more than \$5,000; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton reviewed the listed items. There was no further discussion, and the motion passed unanimously by roll call vote 4-0.

Dr. Anderson moved the Approval of Rate Study Contract; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. Discussion was initiated by Ms. Horton. Ms. Horton stated Carl Brown has performed the rate studies for the Association in the past and reviewed the service package and pricing he put together. She shared his recommendations for both water and sewer based on growth, subdivisions, current / future connections, projects and many other factors and different scenarios. Ms. Horton recommended service packages 1, 2 & 3A and further discussion ensued. There was no further discussion, and the motion passed unanimously by roll call vote 4-0

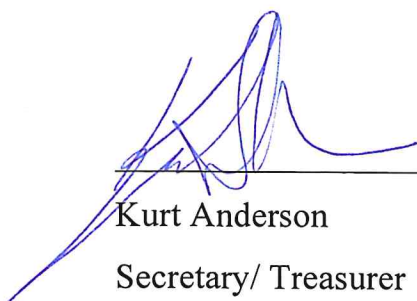
Board Open Discussion

Dr. Anderson mentioned he would like to see the Well Data with updates on depths and drawdowns.

President Melton recapped the Customer Issues and Public Input concerns from today and further discussion ensued.

Adjournment

Dr. Anderson motioned to adjourn at 11:39 a.m., with a second from Mr. Berryman. The motion passed unanimously 4-0.



Kurt Anderson
Secretary/ Treasurer

10/20/22
Date