



*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 16, 2021 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

Office Manager- Margo Lopez

Approval of Agenda

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

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of August 19, 2021 as presented; Dr. Anderson seconded. There was a suggestion for clarification and the motion passed unanimously by roll call vote 4-0.

Customer Issues and Public Input

None

Board President Report

President Melton stated things have been going reasonably well since mid-August as he has followed up with the power outages in District 1 to ensure SCADA is working properly. He further cautioned rattle snakes are out.

Staff Reports

Ms. Horton reported on items of the financials as of August 31, 2021. She stated the Bank Transaction Report listed all expenditures paid out to be standard as there were no major construction checks issued. Ms. Horton clarified the various checks paid to Bohanan Houston. Ms. Horton reviewed the Budget Report with \$1.34 million in revenue, \$800,000 in expenditures with a net difference \$580,000 in operating funds. She reported the Balance Sheet report is the current cash position as it is currently up. She further stated this is preparing for all projects that will be going into construction at one time and wrapped up the financials with the Income Statement as it ties back to the Budget Report.

Ms. Horton had no COVID related issues to report as there are no staff members quarantined for any COVID related reasons. Ms. Horton did advise there have not

been any adjustments to the COVID protocols, and all staff will resume wearing a mask regardless of vaccination status.

Ms. Horton provided project updates and reported on Southeast Collection System Phase 3. She stated the change order for the final items were approved August 8th. The contractor will move forward with the replacement of the biofilter, order the final pump, make repairs and upgrades to the vacuum station as that will complete the project.

Ms. Horton stated the Water and Wastewater Standards are 90% complete and expect to see a draft end of September. This project is to ensure all future developments and projects meet our standards and our expectations are clearly defined for developments.

Ms. Horton reported on the Dona Ana Village Lift Station and Force Main. She stated the project is currently 95% complete in the design phase and is pending review. She further stated permits and checks have been issued and expect to meet an October date to proceed with funding from Colonias.

Ms. Horton stated the Southeast Collection System Final Phase has reached 95% completion and have addressed all comments. She further stated USDA is addressing a few right of way comments for Mr. Molina at the county.

Ms. Horton reported the Parking Lot Improvements final design is complete and currently waiting on permits as they have been submitted and paid for.

Ms. Horton stated West Mesa PER is currently in process and expects a draft at the end of September.

Ms. Horton shared the comments for the Dona Ana Water Tank Rehabilitation were received from NMED Constructions Programs Bureau. She further stated they are being addressed and plans were resubmitted. She was advised the approval will go directly to the funding agency and will follow up next week with them.

Ms. Horton reported Picacho Hills Sewer Main Protection has received the signed grant agreement and the engineers have begun preliminary work on the PER.

Ms. Horton stated the Letter of Conditions (LOC) from USDA RD was received and have completed 95% of the items in the LOC. She further stated the process for the title work has begun and expect to be complete in the next 6 months.

Ms. Horton reported she submitted the Readiness to Proceed for the Water Trust Board 5415. She continued to share the only outstanding item for the Readiness to Proceed is the approval from Mr. Deal, as the Environment Department is currently understaffed and running behind. She further stated she expects delays on reviews over the next 5 to 6 months.

Ms. Horton stated she received the notice of award along with the Readiness to Proceed List and expect to have the list completed and returned to Colonias Infrastructure in late October.

Ms. Horton stated 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 continued to state they contributed \$25,000 for each plan. She further stated she is in the process to find additional funds to match. Ms. Horton stated the

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

Ms. Horton reported on subdivisions. She stated Legends West Phase 3B is currently under construction with 74 lots and should be completed soon.

Ms. Horton reported Vista Rancho's first set of plans have been reviewed and have provided comments back to the developer to be addressed. She further reported she has not received any revised plans.

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 Shade Tree / Apple Tree have not reached out for a utility review. Ms. Horton stated she is working with the developer on meeting the required conditions before service can be provided to the subdivision.

Ms. Horton stated the Wiese Development plan set was received and the review process has begun.

Ms. Horton shared the Flemish Subdivision will contain 87 lots in Picacho Hills. She further stated plans will be reviewed during the month of September.

Ms. Horton wrapped up subdivisions with Valley Drive / Westwind stating they are beginning the subdivision process and will contain 200 lots. However, Ms. Horton stated she has not seen any formal construction plans.

Ms. Horton reported on other matters and stated the Operator Certification testing has been reinstated.

Ms. Horton provided the Water Rights table as of August 31, 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 422 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 124 accounts up for disconnect in the month of August. Ms. Horton reviewed the current schedule, special projects, monthly penalties, and disconnections. 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 52 million gallons was pumped for the month of August in Dona Ana, 3.6 million gallons for Ft. Selden and 13.6 million gallons in Picacho Hills.

Ms. Horton reported 73 million gallons pumped and 63 million gallons sold with a net loss of 13% to include flushing and breaks.

Ms. Horton reported on the Well Data Update and provided updates on each of the inactive wells: Well 11 is almost complete with the chlorine conversion, Well 9 will

be next to convert, followed by Well 10. Well 7 is currently inactive as it is still working on the blending report with the Environment Department.

Ms. Horton provided a handout on a COVID survey completed by staff regarding a vaccine mandate. President Melton suggested to move further discussion to Board Open Discussion.

New Business

None

Unfinished Business

Dr. Anderson moved the Approval of August 2021 New Members & New Meters; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Ms. Horton reported 31 names on the list, 25 are new members, 4 new meters and 6 existing members. There was no further discussion. A roll call vote was taken, motion passed unanimously 4-0.

Board Open Discussion

President Melton initiated the discussion regarding the COVID vaccine mandate as he stated the vaccine is currently FDA approved. Mr. Stull expressed concern regarding the potential loss of employees who wish not to become vaccinated and requested more information on costs. Dr. Anderson stated as the campus is requiring proof of vaccination, he also argued for the mandate of the vaccine with an alternative to weekly testing in addition to the on-the-job mask requirement for the Association. Dr. Maxwell also inquired the cost of testing and if any insurance coverage would be available. Ms. Horton reported on locations currently offering free testing and stated the insurance provided to employees do not cover mandated testing from an employer.

She further explained that would leave the burden of the cost of testing on the employee should the employee elect not to be vaccinated and the free testing is no longer available. Further discussion ensued. Dr. Anderson requested next month's agenda to have a proposal of a vaccine and mask mandate of all employees and the board agreed to have it placed on the following agenda.

President Melton addressed a previous recommendation by Mr. Stull to form a Funding Committee. It was decided the committee would consist of the Board President, one board member and two staff members as they are up to date on funding sources. Dr. Maxwell nominated Mr. Stull to join President Melton and he accepted. Ms. Horton and Ms. Lopez were also invited to join the committee. The board was all in favor.

Adjournment

Dr. Maxwell motioned to adjourn at 10:15 a.m., with a second from Mr. Stull. The motion passed unanimously 4-0.



Kurt Anderson

Secretary/ Treasurer

11/4/21
Date