



*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 17, 2020 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 (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 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 September 3, 2020 as presented; Dr. Anderson seconded. There was no further discussion and the motion passed unanimously by roll call vote 4-0.

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

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

New Members – 12

New Meters – 0

Existing Members – 0

A roll call vote was taken, motion passed unanimously 4-0.

## **Customer Issues and Public Input**

None

## **Board President Report**

President Melton reported things are going well as staff has been focused with the on-going audit and reported projects are on schedule.

## **Staff Reports**

Ms. Horton discussed the financials. She reviewed the checks for the month of August on Bank Transaction report. She pointed out the larger check amounts were for 2 current projects, Southeast Collection and the Wastewater Treatment Plant. She further stated all checks were standard for utilities, payroll, and debt payments.

Ms. Horton reviewed the Budget report. She reported \$1.3 million in revenue, \$740,000 in expenditures with a difference of almost \$600,000. She further reported grant revenue of \$1 million, grant expenditures of \$900,000 with a difference of \$100,000.

Ms. Horton explained the Balance Sheet is our current cash position with \$1.28 million for the operating fund.

Ms. Horton discussed the Income Statement and how it ties back to the Budget report.

Ms. Horton reported for the month of August there was \$11,700 in penalties with a total membership of 4,662 and 6,058 connections.

Ms. Horton reviewed the Billing Summary which indicates the number of bills sent out, the amount for water and sewer that were billed, active accounts and the number of members.

Ms. Horton stated the penalties have increased with the on-going pandemic and reported as of March there have been no disconnects.

Ms. Horton shared information from the Gallons Pumped vs Gallons Sold report. She pointed out 75 million gallons have been pumped and approximately 67 million gallons were sold, with a difference of 8.2. She disclosed Dona Ana pumped 6.5 million gallons, Fort Selden pumped 6.6 million gallons and Picacho Hills pumped 14.6 million gallons.

Ms. Horton initiated discussion on the Well Data report. She explained the color coding, well names and location information. She further mentioned once Well 7 is in service it will be identified as Well 7A as it is the replacement for Well 7. Ms. Horton explained the unknowns are due to lack of historical data. She reported Dona Ana is running on Wells 2, 5, and 6. Picacho Hills is running on all 3 wells and Radium is currently running on Well 11. Further discussion ensued. Dr. Maxwell suggested adding a line to the report which will indicate if the well is active or inactive.

Ms. Horton discussed projects. She reported Radium Springs had a walk thru with USDA for the wells and booster as a project update. She reported it as a partial substantial with leaving only the new SCADA system and getting Well 9 and 10 online. The estimated completion is set for late October early November.

Ms. Horton shared Southeast Collection is 85% complete for construction as they are finishing up the final 2 roads that were change ordered in. She stated she is looking into options to utilize the funding that will be left over.

Ms. Horton stated the Wastewater Treatment Plant is progressing and is 85% to 90% complete. She reported a scheduled completion for November 3, 2020.

Ms. Horton talked about the projects in planning and design. She stated Dona Ana Village lift station and force main is currently in its planning stage and is expected to have a PER by the first of October for the environment department to review.

Ms. Horton discussed the Southeast Collection Sewer project funded by USDA. She mentioned she has received a 60% design plan and will begin reviewing it next week. She will meet with the engineering firm to address any comments. Ms. Horton

continued to state once they get to a 90% complete design plan it will be sent to USDA, the permitting agency of Dona Ana County and EBID to review for further discussion.

Ms. Horton reported the Association Parking Lot and Covered Storage is at 95% design completion and by late October will be ready to bid. Should it fall within the budget the project could begin construction in December.

Ms. Horton stated there will be loan documents for Colonias funds available at the next meeting to start the planning design for the water design in West Mesa.

Ms. Horton pointed out the SAP resolution for the \$50,000 capital outlay is to start the planning for the arroyo in Picacho Hills. She stated it is associated with the resolution placed on the agenda for today.

Dr. Anderson inquired about upcoming developers. Ms. Horton stated there was a revised plan set for Legends West Phase 3A. The plans have been set to Bohannon Huston for review.

Ms. Horton reported Casa de Oro has signed all the final agreements and stated she had no updates on the Thurston Development.

### **New Business**

None

### **Unfinished Business**

Dr. Anderson moved the Approval of Resolution 2020 – 14 – SAP 20-E2119 as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion

of the motion. Discussion was made by Ms. Horton. Ms. Horton stated this will authorize her to move forward with the Grant Agreement for the capital outlay funds of \$50,000. This is for the PER to begin planning for the Picacho Hills arroyo project. There was no further discussion and the motion passed unanimously by roll call vote 4-0.

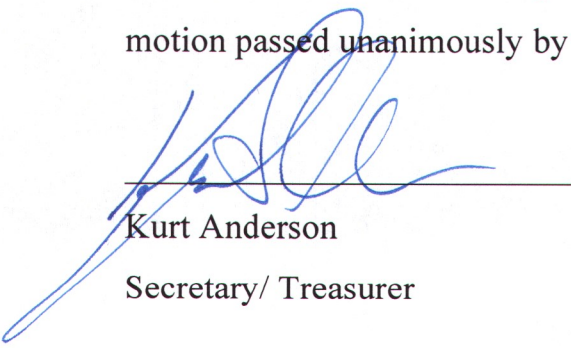
### **Open Discussion**

Dr. Anderson requested an update of Water Rights. Ms. Horton stated she is working on a new water table.

Dr. Maxwell addressed the concerns of the President of Picacho Hills Homeowners Association regarding the replacement of a plant in the entryway of Fairway Village. Six months ago a pipe was repaired and as result several plants were removed. It is asked if the Association would be replacing the plant. Ms. Horton stated upon the completion of the repair, field management advised the plants were replaced, however, they may not have been placed in the exact locations but within a close proximity.

### **Adjournment**

Dr. Maxwell motioned to adjourn at 10:04 a.m., with a second from Mr. Stull. The motion passed unanimously by roll call vote 4-0.

  
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Kurt Anderson  
Secretary/ Treasurer

10/01/20  
Date