



*Doña Ana Mutual Domestic Water Consumers Association Mailing
Address: P.O. Box 866 • Doña Ana, NM • 88032 Physical Address: 5535
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Agenda

The following are the items for consideration at the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors on May 7, 2020, convening at 10:00 a.m. telephonically.

Please call (425) 436-6373 and use the access code: 168050

Call to Order & Roll Call

Approval of Agenda

Minutes:

1. Minutes of 04-02-2020 Regular Meeting
2. Minutes of 04-28-2020 Special Meeting

Approval of New Members & Meters

Customer Issues and Public Input

Public Input will be limited to 3 minutes per person

Board President Report

Staff Reports

3. Executive Director

New Business

Unfinished Business

Board Open Discussion

4. Discussion of COVID-19
5. Discussion of Emergency Response Plan

Adjournment

A copy of this agenda may be requested by phone by calling (575) 526-3491 or in person at 5535 Ledesma Drive, Las Cruces, NM 88007. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, if summary or other type of accessible format is needed, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Margo Lopez at (575) 526-3491 on the Tuesday prior to the meeting or as soon as possible.

Doña Ana Mutual Domestic Water Consumers Association is An Equal Employment Opportunity Agency.



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The following are the minutes of the Special Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, April 2, 2020 convened at 9:00 a.m. telephonically:

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:

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Maxwell motioned to approve the agenda as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. There was no discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Minutes

Dr. Maxwell moved to approve the Regular Board Meeting Minutes of March 19, 2020 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell stated he would like to

add a line to page 3 under Open Discussion. He stated the last line should read "...Ms. Horton and President Melton via email in the minutes and it was agreed." Dr. Maxwell also wanted to have added "After additional discussion it was also agreed that Ms. Horton would draft emergency procedures to be discussed at a special meeting set for March 23, 2020 telephonically." There was no further discussion. Dr. Maxwell moved to approve the notes as amended with a second by Dr. Anderson. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Dr. Anderson moved to approve the Special Board Meeting Minutes of March 23, 2020 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Dr. Maxwell. Dr. Maxwell suggested on the Emergency Provisions, item 10 to change "website" to "the website" and "office door" to "the front office door" for clarification purposes. After discussion the board agreed to have it read, "the website" and "adjacent to the front door" for clarification purposes. There was no further discussion. Dr. Anderson moved to approve the editorial changes as discussed with a second by Mr. Stull. The Chair called for a vote on the minutes; the motion carried by roll call vote 4-0.

Approval of New Members & New Meters

Dr. Anderson moved to approve the New Members and New Meters as presented; the motion was seconded by Dr. Maxwell. The Chair called for discussion of the motion. Discussion was made by Ms. Horton as she stated there were 16 names on the list, all 16 were new members and there were no new meters. Dr. Anderson addressed the typographical error be corrected to the word "Members" not "Memebers" on the title of the New Members & New Meters Report. There was no further discussion. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

Mr. Hayhoe was present and suggested the next board meeting to be held on Zoom, as he stated his experiences have gone well. Dr. Maxwell also shared his experiences with a strong recommendation. President Melton discussed his concerns with members who may not have access and would not like to limit anyone from participating. It was agreed that Ms. Horton would explore options with inhouse resources and consider the memberships participation. The consensus of the board was to revisit this proposal during the next board meeting to be held in May 2020.

Board President Report

None

Staff Reports

Ms. Horton advised there are no changes nor any new implemented changes with staff. She further stated things are progressing, however, they are progressing slowly as it is challenging to obtain reponses as other businesses are working remotely or on modified schedules. She stated the staff is responsive to the business and the system is flowing water and accepting wastewater.

President Melton inquired about staff and any concerns with quarantine. Ms. Horton stated as she could not share any specifics to avoid any violations of HIPAA laws. She did share there have been 3 staff members quarantined and did not share any further information as to who or why.

Dr. Anderson did ask about the staff on quarantine and the type of leave they are on. Ms. Horton advised they are on paid administrative leave. She did state if their condition qualifies for FMLA the Association will comply.

New Business

None

Unfinished Business

None

Open Discussion

Mr. Stull apologized for his absence as he was not provided a procedure of how-to login to the telephonic board meeting.

Dr. Anderson inquired about a time to sign the meeting minutes and any other documents requiring his signature. Ms. Horton advised as she is trying to limit outside exposure. She recommended signatures be placed on a hold for the meeting minutes at this time. She suggested posting unsigned minutes to the website and reposting them once they are signed.

Dr. Maxwell discussed an email that he sent out regarding an Emergency Contingency Plan for Dona Ana Water. Dr. Maxwell stated it was related to our current crisis and reviewed the document. He stated as board members he would like to be proactive and not reactive with what is happening in our current situation. He would like to have a contingency plan considered and if we do not currently have one in place that relates to this current crisis, that one be developed. Ms. Horton commented, there is an Emergency Response Plan the Association is provided and encouraged to use. She further stated staff and management will remain in compliance with the federal standards. She shared one of the response plans on file with USDA and stated it is good through June 2020 and will update it once she and Ms. Lopez can attend the rescheduled training set for this July. Dr. Maxwell inquired about the provisions given and our current crisis if there was anything relevant to the provided

Emergency Response Plan. Ms. Horton stated it did not include health emergencies. She further stated it dealt more with chemical and biological issues, more physical types, such as construction, weather, power outages, contaminations, etc. with high and low responses and notifications. Dr. Maxwell suggests creating a plan relevant to our current crisis and put provisions in place to ensure the Association will continue to function and the community can continue to be served. Ms. Horton shared her plans of action to mitigate further issues and addressed some of the concerns expressed by Dr. Maxwell.

Adjournment

Dr. Anderson motioned to adjourn at 10:10 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Kurt Anderson
Secretary/ Treasurer

Date



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The following are the minutes of the Special Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, April 28, 2020 convened at 9:05 a.m. telephonically.

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

Board Member – Paul Maxwell, Present

A Quorum was declared

Others in Attendance:

Legal Counsel- Josh Smith

Executive Director- Jennifer Horton

Approval of Agenda

Dr. Anderson motioned to approve the agenda as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. There was no discussion.

The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Customer Issues and Public Input

None

Unfinished Business

Dr. Anderson motioned to approve the Approval of Emergency Procurement for Well 7 as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. She stated Well 7 collapsed months ago. She further stated should Well 6 become inoperable and without Well 7 there would not be sufficient production capacity to supply the Dona Ana area. Ms. Horton is recommending to re-drill. She mentioned a well design was sent and approved by the Environment Department and the State Engineers Office. Ms. Horton advised the agencies expedited the drilling to get Well 7 back online. This is considered emergency procurement, as people could be without water. Ms. Horton provided an estimate for the drilling and advised the price did not include the pump and motor. She further stated the pump and motor could run approximately \$30,000. Ms. Horton stated the well is to be drilled approximately 400 feet with a submersible pump at 700 to 900 gallons per minute. This would make Well 7 another high capacity well to further meet the demands. Ms. Horton stated Well 6 is the only high capacity well in Dona Ana.

President Melton asked Ms. Horton if she would be requesting a budget adjustment at a later time to accommodate for the pump and motor and if funding would be taken out of reserves. Ms. Horton state that was correct, once a final cost is determined a budget adjustment will be made for the specific dollar amount. She advised a pump test will need to be completed before one can be ordered and that would affect the price.

Dr. Maxwell discussed the timing of the emergency procurement and inquired about the delay as the well collapsed months ago. Ms. Horton stated she needed to get it approved through the State Engineers Office and the Environment Department before bringing the board a final cost. Ms. Horton stated she received the approval last week.

Dr. Anderson inquired about the nature of the collapse. Ms. Horton stated the well had been slip lined in the past and has large cracks in the casing up above where it had been slip lined prior. Ms. Horton mentioned approximately 30 days ago when it had been cleaned out there was about 20 feet of screen and everything below that had collapsed. She further stated the well could be placed back online however, it would only give about 100 gallons per minute, which would not be sufficient for 4,500 connections. Dr. Anderson asked Ms. Horton if all the other wells were fully operational. Ms. Horton stated all 4 wells are back online and if Well 7 is approved and re-drilled it will serve as a second-high capacity well in the system.

President Melton stated he would like to ensure water can be provided as needed and suggests a future discussion of looking into more wells or booster stations as a back-up system at the next scheduled board meeting. There was no further discussion. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

Dr. Maxwell stated he would like to have his concerns recorded regarding not moving expeditiously enough with regards to looking into issues related to COVID-19. He continued to state he would like to have that further discussed at the next scheduled board meeting set for May 2, 2020.

Adjournment

Dr. Anderson motioned to adjourn at 9:15 a.m., with a second from Mr. Stull. The Chair called for a vote on the motion. The motion carried by roll call vote 4-0.

Kurt Anderson
Secretary/ Treasurer

Date

New Members & New Meters

Name	Address	District	Membership Fee	Water Fee	Wastewater Fee	Total Cost
Estelle Vipond	12137 Valley Dr.	1	\$75.00	\$0.00	\$0.00	\$75.00
Guillermo Chavarria	1081 Bleimeyer	2	\$75.00	\$0.00	\$0.00	\$75.00
Sandra Curnutt	5383 Dona Ana Rd	2	\$75.00	\$0.00	\$0.00	\$75.00
David Boteler	30 Horseshoe Circle	2	\$75.00	\$0.00	\$0.00	\$75.00
Katherine Johnson	4201 Lavender	2	\$75.00	\$0.00	\$0.00	\$75.00
Randy Mcmillan	7360 Catalana	2	\$75.00	\$0.00	\$0.00	\$75.00
Alphonzo Marquez	1130 King Bird	2	\$75.00	\$1,942.00	\$0.00	\$2,017.00
The Fort Construction	1312 Nightshade	2	\$75.00	\$1,942.00	\$0.00	\$2,017.00
Dean Rodriguez	611 Dalrymple Rd	3	\$75.00	\$0.00	\$0.00	\$75.00
Shawn Spain	3027 San Lorenzo	3	\$75.00	\$0.00	\$0.00	\$75.00
Alberto Estrada	3007 San Lorenzo	3	\$75.00	\$0.00	\$0.00	\$75.00
Michael Mackewich	2801 San Elizario	3	\$75.00	\$0.00	\$0.00	\$75.00
Nicole Marcak	2894 San Elizario	3	\$75.00	\$0.00	\$0.00	\$75.00
Adrian I Arzabal	1545 Santa Thomas	3	\$75.00	\$0.00	\$0.00	\$75.00
Desert View Homes	1539 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	3007 La Union Ct	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1547 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1538 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Norma Martinez	3030 San Miguel Ct	3	\$75.00	\$0.00	\$0.00	\$75.00
Desert View Homes	1550 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1542 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1534 Santa Thomas	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
Desert View Homes	1527 Pueblo Bonito	3	\$0.00	\$4,647.00	\$0.00	\$4,647.00
John Gomez	779 Hummingbird	4	\$75.00	\$0.00	\$0.00	\$75.00
Margaret Smelser	840 Engler Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Servando Martinez	3720 Bales Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Steven R Chavarria	2933 Westwind Rd	4	\$75.00	\$0.00	\$0.00	\$75.00
Raymond Merritt	1615 Vista Del Cerro	5	\$75.00	\$0.00	\$0.00	\$75.00
Crystal Singer	6940 Camino Nuevo Mejico	5	\$75.00	\$0.00	\$0.00	\$75.00
Maribel Tellez	7062 Calle Estancias	5	\$75.00	\$0.00	\$0.00	\$75.00
Vanessa Chandler	1626 Via Turquesa	5	\$75.00	\$0.00	\$0.00	\$75.00
Kery Mclure	1655 Stonegate	5	\$75.00	\$0.00	\$0.00	\$75.00
Andres Gutierrez	33 Las Casitas	5	\$75.00	\$0.00	\$0.00	\$75.00
Erick D. Hook	6724 Pueblo Vista	5	\$75.00	\$0.00	\$0.00	\$75.00
Debco Construction	1308 Morisat Pl	5	\$0.00	\$4,647.00	\$3,503.00	\$8,150.00
Harlo Dynek	5940 Quesenberry	5	\$0.00	\$4,647.00	\$0.00	\$4,647.00
					Total	\$55,807.00