



Doña Ana Mutual Domestic Water Consumers Association
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The following are the minutes of the Regular Board Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, May 3, 2018 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 – Dr. Kurt Anderson, Present

Board Member – Dan Hortert, Present

Board Member – Tod Roberts, Present

A Quorum was declared

Others in Attendance:

Executive Director – Jennifer Horton

Legal Counsel – Joshua Smith

Approval of Agenda

Dr. Anderson moved to approve the agenda for the May 3, 2018 Regular Board Meeting as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.

Minutes

Mr. Hortert moved to approve the Regular Board Meeting Minutes of March 15, 2018 as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. The Board requested additional transparency regarding the discussion held during Unfinished Business for contract 6327054. Mr. Hortert amended his motion which was seconded by Dr. Anderson. The Chair called for a vote on the amended motion; the motion carried by roll call vote 5-0.

New Members & New Meters

Dr. Anderson moved to approve the New Members and New Meters list as presented; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. Ms. Horton advised we have sixteen (16) names on the list; five (5) are new meters and fourteen (14) are new members. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Customer Issues and Public Input

None

Board President Report

Mr. Melton reported three members of the Board of Directors and several staff members attended the New Mexico Rural Water Association's 40th Annual Conference hosted in Albuquerque in early April. Mr. Melton yielded the floor to Mr. Roberts who is a first-year attendee. Mr. Roberts felt the conference was very well organized and enjoyed the classes he attended. He did question if we have current data on all our wells. Ms. Horton explained we do have well data, although some of the data is not current on two of the wells. All the data is updated as we pull each well individually for preventative maintenance. We do not know original static levels on a few of the wells due to the

inheritance of a water system that did not come with any original data. Mr. Roberts has requested a copy of the well data chart from Ms. Horton. Dr. Anderson requested the well data be presented on a regular basis. Ms. Horton explained our goal is to pull two wells each year for preventative maintenance, however a few of our wells have needed maintenance ahead of schedule.

Mr. Melton announced he was very encouraged to hear there is considerable more potential for funding for both water and wastewater this year. We continue to move forward with several upcoming projects and staff training that our Executive Director will address during her report. Mr. Melton would like to remind our developers that we review plan sets on a first in, first out basis with a thirty-day time window. We are beginning the next phase of the Southeast Collection Project and mailed a notice to customers who will become affected by the next phase. We did offer a promotional for enrollment within thirty (30) days of date on the letter, which is March 28, 2018. The notice expired on the Friday April 27th. A customer emailed Mr. Melton upset that they missed the deadline and that our staff abided by our policies. The customer declined to turn in their application since the fees could not be waived.

Staff Reports

Ms. Horton summarized the reports from Customer Service, Operations, and Financials. We will need to schedule our annual budget workshop to finalize our FY19 budget. The State has gone to a new budget software that everyone will be required to adopt within the next year. We have already begun the inner workings for a better transition next year. Via Norte is still waiting on materials for American iron and steel, and we continue to move forward with locating existing lines and utilities. Radium Springs has been approved to go to bid. Advertisement will begin on May 5th and bidding will open June 7th. We expect construction to begin sometime in the Fall.

Ms. Horton also reported that she attended the Colonias Infrastructure Board Meeting in April. One of our projects came in under budget and we attempted to put in a scope change in the Fairview area to install an extra line. At this time the scope change has been denied, however Ms. Horton will continue to see what else we can do to allocate these funds. We have been awarded \$1,067,000 for Southeast Collection to continue our sewer line. Ms. Horton has also met with USDA and there is a possibility to apply for a grant program to considerably expand the Southeast Collection Project. The major benefit of USDA funding is that it is federal funding and has considerable more allowances to assist with decommissioning septic tanks and the connection to the sewer line. If everyone were to connect to the collection system, it would total about 1,200 homes.

We had three staff members from Operations take their exam to level up into a new certification. Our new program continues to show significant improvement in passing certifications as two out of the three passed. Ms. Horton also passed her level two wastewater certification. The next two testing opportunities are fully booked as staff continues to try to obtain their certifications.

New Business

None

Unfinished Business

Dr. Anderson moved to approve the Budget Adjustment Resolution (B.A.R.) 2018-05; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Ms. Horton presented the summary of our General Ledger Accounts and the need to make adjustments in order to not go over budget on revenue and expenditures. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Dr. Anderson moved to approve the renewal of our contract for legal counsel with Watson Smith, LLC; the motion was seconded by Mr. Roberts. The Chair called for discussion of the motion. Ms. Horton advised this is the renewal of our standard contract for Legal Services from Watson Smith, LLC. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Open Discussion

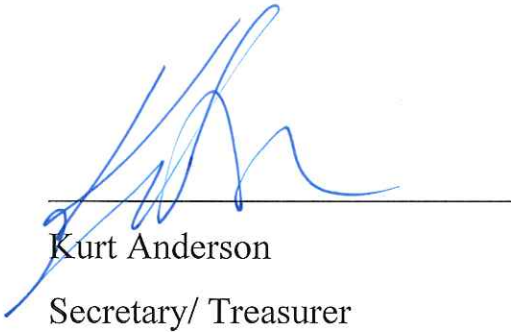
Mr. Melton proposed to the Board an update to our training program in order to ensure full participation regarding the tools and time we are providing to staff. We are proposing a formal contract drafted by Mr. Smith and Ms. Horton to present to each staff member who wishes to participate in the training program. In return for the Association providing two partial days a week for training, the trainees will be required to complete additional studies outside of the office. If an individual is not willing to supplement their study time at work with home studies, then their contract becomes null and void. The study time at home is not paid as the trainees are already receiving paid study time during work hours. Our training program consists of homework, pretests, and inhouse studying that some have been actively participating and others continue to fight the system. The contract is an acknowledgement that this is a voluntary program that has expectations and sets the precedent that ultimately the responsibility to pass an exam solely lies with each individual. If we move forward with this contract it will result in a policy change.

Mr. Roberts inquired about fire hydrants and the excessive cost associated with initiating a formal testing program. Mr. Melton explained we do not have the resources at this time to generate a formal policy for the over 700 fire hydrants we have throughout our system. Once every member has adequate fire protection we can then begin to discuss a formal testing program. We are not required to provide fire flow, nor are we liable. Ms. Horton explained we do check our hydrants to ensure they open and have water flow. All Picacho Hills fire hydrants function. In order to implement a full fire hydrant program,

we would need to hire at least five additional operators. Fire hydrants are meant to last and at this time formal testing is not a major priority as they all function.

Adjournment

Mr. Hortert moved to adjourn at 10:52 a.m., with a second from Dr. Anderson. The Chair called for a vote on the motion. The motion carried by roll call vote 5-0.



Kurt Anderson
Secretary/ Treasurer

5/12/18
Date