



*Doña Ana Mutual Domestic Water Consumers Association Mailing
Address: P.O. Box 866 • Doña Ana, NM • 88032 Physical Address: 5535
Ledesma Dr. • Las Cruces, NM 88007 (575) 526-3491 Office • (575) 526-
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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 November 5, 2020, convening at 9:00 a.m. at the Doña Ana Mutual Domestic Water Consumers Association Board Room 5535 Ledesma Dr., Las Cruces, NM 88007:

Call to Order & Roll Call

Approval of Agenda

Minutes

1. Minutes of October 1, 2020 Regular Meeting
2. Minutes of October 8, 2020 Special Meeting

Approval of New Members & Meters

Customer Issues and Public Input

3. Jim Hayhoe – Video Conference Calls

Public Input will be limited to 3 minutes per person

Board President Report

Staff Reports

New Business

Unfinished Business

4. Review current COVID-19 procedures

Board Open Discussion

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 Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, October 1, 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 Dr. Anderson. 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 17, 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; Mr. Stull seconded; discussion provided the following information:

New Members – 17 with no new meters

New Meters – 10 with no new members

Existing Members – 0

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

Customer Issues and Public Input

None

Dr. Anderson asked if the Open Meetings Act required a contact number for members on the Agenda. Legal Counsel, Mr. Smith advised against holding Closed Sessions telephonically. President Melton stated the meetings are currently held openly and those who would like to participate may inquire within our office on how to join telephonically. He further stated the Association is in accordance with the Open Meetings Act however, information can be added to the agenda to advise members.

Board President Report

President Melton reported things are going well and reported projects are on schedule. He mentioned he noticed in Rancho Del Gallo 3 building sites and all were actively being worked on.

Staff Reports

Ms. Horton reported projects were progressing and on schedule. She stated Well 10 went online in Radium Springs yesterday and Well 9 is expected to go online today. She further stated it will only leave the fencing, gravel and the SCADA system to be installed. She reported it is on scheduled to be completed by November.

Ms. Horton advised the Wastewater Treatment Plan is on schedule for substantial completion early November and Southeast Collection is on scheduled to be completed next week.

Dr. Anderson inquired about the status of Well 7A. Ms. Horton stated we are currently waiting on uranium test results before moving on to Well 8.

Mr. Stull asked Ms. Horton if the same standard pipe will be used when drilling wells going forward. Ms. Horton stated there have been several types used and are being tested to see which pipe will provide better results.

Ms. Horton discussed the Water Rights Table Mr. Smith prepared with regards to Ground Water Rights and stated there have been no updates to the Surface Water Rights. Further discussion ensued.

Ms. Horton reported the staff remains healthy and continue to stay busy.

New Business

None

Unfinished Business

Dr. Anderson moved the Approval of Resolution 2020 – 15 CIF 5168 Resolution & Grant Agreement as presented; the motion was seconded by Mr. Stull. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. Ms. Horton stated this is the resolution and grant agreement for the Colonias Infrastructure Fund. She further stated it was for the planning documents of the West Mesa Water System and Expansion. She stated it was for a 90% grant and 10% loan. There was no further discussion and the motion passed unanimously by roll call vote 4-0.

Open Discussion

Dr. Anderson inquired about the penalties and fees accrued for members during our current crisis. President Melton stated as we are into 6 to 7 months of this pandemic, the solution was to suspend disconnections as it was mandated governmentally. He further stated at this time members are accruing larger than normal bills due to penalties and non-payment fees, as some of our members are struggling in just making their payment prior to any additional fees. President Melton asked the board to consider some ideas on how to compassionately help resolve some of the issues and further discussion ensued. It was agreed the board would have discussion at a later time and set a plan of action.

Adjournment

Mr. Stull motioned to adjourn at 9:50 a.m., with a second from Dr. Maxwell. The motion passed unanimously by roll call vote 4-0.

Kurt Anderson
Secretary/ Treasurer

Date



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The following are the minutes of the Special Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, October 8, 2020 convened at 2:37 p.m. telephonically.

Call to Order & Roll Call

President Melton called the meeting to order at 2:37 p.m. and called roll:

Vice President – Jamie Stull, Excused Absence

Secretary/Treasurer – Kurt Anderson, Present (Telephonically)

Board Member – Paul Maxwell, Present (Telephonically)

A Quorum was declared

Others in Attendance:

Executive Director- Jennifer Horton (Telephonically)

Office Manager- Margo Lopez (Telephonically)

Approval of Agenda

Dr. Anderson moved to approve the agenda as presented; the motion was seconded by Dr. Maxwell. There was no further discussion and the motion passed unanimously by roll call vote 3-0.

Customer Issues and Public Input

None

Unfinished Business

Dr. Maxwell moved the Approval of Resolution 2020 – 16 Authorizing and Approving Submission Of A Completed Application For Financial Assistance And Project Approval To The New Mexico Finance Authority For The Water Trust Board Fund as presented; the motion was seconded by Dr. Anderson. The Chair called for discussion of the motion. Discussion was made by Ms. Horton. Ms. Horton stated she has prepared an application for \$2.5 million for the rehab of the 4 water tanks in Dona Ana. This is to include recoating both the inside and outside of the tanks, perform the necessary inspections and bring the tanks into compliance with the environment department, OSHA, and EPA regulations. She stated it was for an 80% grant and 20% loan. Ms. Horton advised the state does not know yet what the maximum allocation could be. There was no further discussion and the motion passed unanimously by roll call vote 3-0.

Adjournment

Dr. Maxwell motioned to adjourn at 2:46 p.m., with a second from Dr. Anderson. The motion passed unanimously by roll call vote 3-0.

Kurt Anderson
Secretary/ Treasurer

Date



DAMDWCA Customer Service Department Report

15 October 2020

I. Billing:

1. On September 28, 2020 billing was submitted and approved. Statements were mailed out on October 1, 2020.

II. Penalties:

1. Penalties for September 25, 2020 totaled: \$15,680.34
2. Penalties will be processed on October 26, 2020.

III. Disconnects:

1. On Monday, September 21, 2020 we processed the non-payment fees for accounts which would have been disconnected. Due to the COVID-19 (Coronavirus) Pandemic services were not disconnected.

Dona Ana: 0

Ft. Selden: 0

Picacho Hills: 0

Fairview: 0

West Mesa: 0

Previously Locked: 0

Paid prior to disconnection: 0

Removed due to issues: 0

Total Reconnections for March: 0

Disconnects are scheduled for October 21, 2020, however if Government restrictions are still in effect, we will be assessing the non-payment fees however we will not be disconnecting services.

IV. Membership Certificates: Membership certificates are getting prepared for signatures.

V. Document Scanning: Scanning is completed daily. Towards the end of the month we catch up on items we were not able to scan earlier in the month.

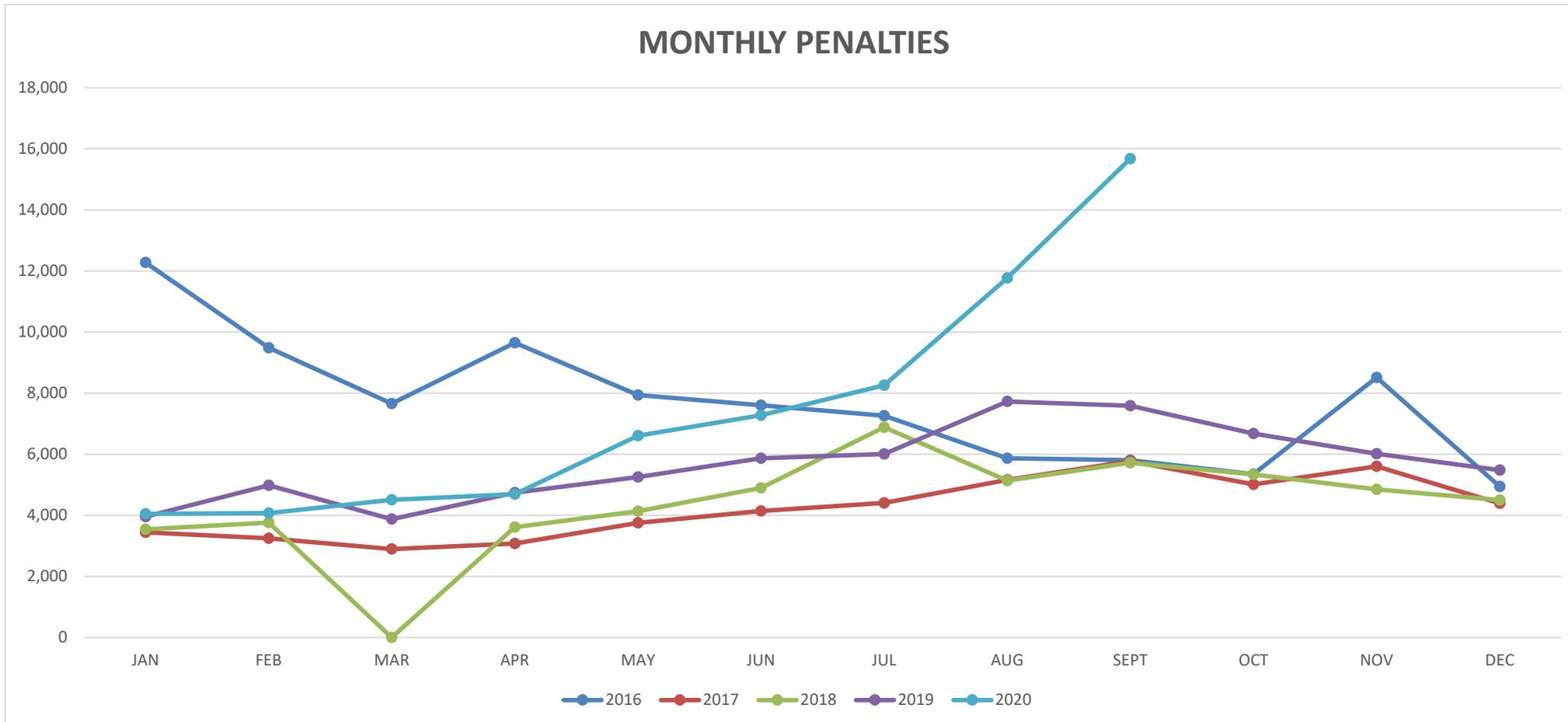
I. Total Membership as of September 2020: 4,686

II. Total number of Connections as of September 30, 2020: 6,059.

DOÑA ANA WATER

Monthly Penalties

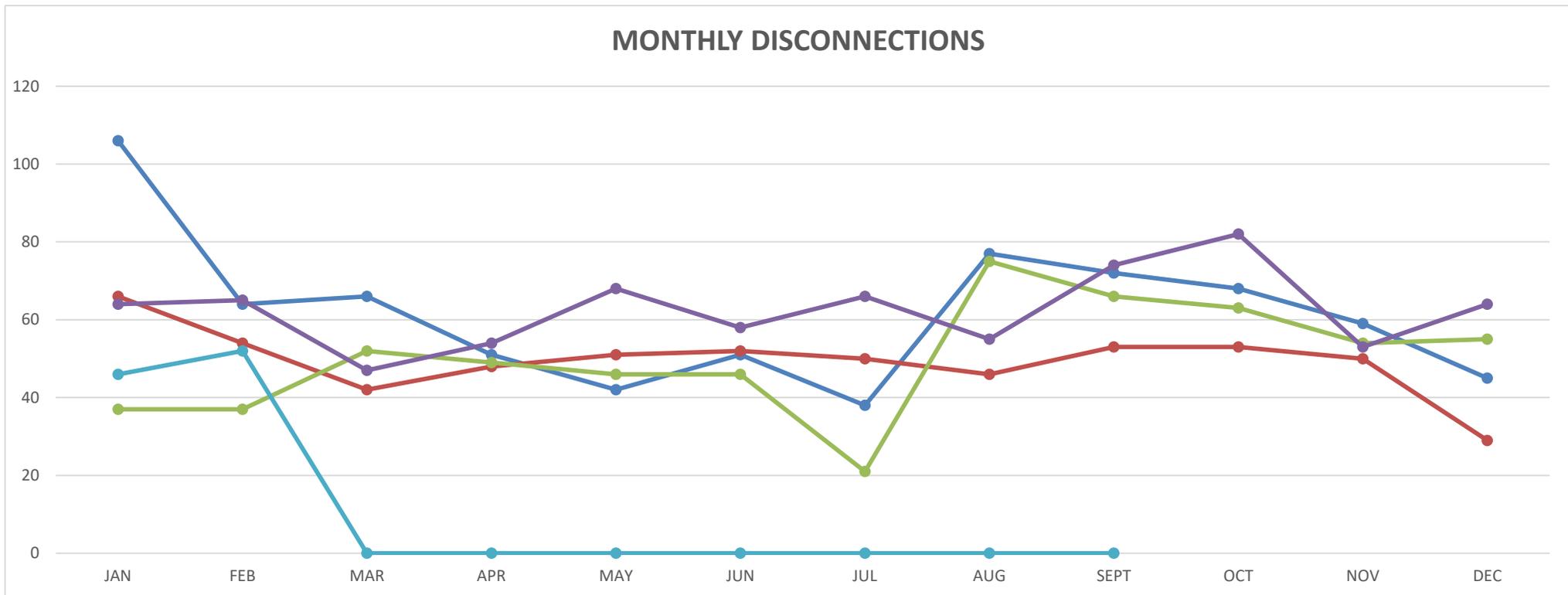
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2016	12,275	9,482	7,656	9,650	7,938	7,600	7,263	5,866	5,808	5,345	8,513	4,942
2017	3,444	3,242	2,893	3,074	3,753	4,141	4,409	5,157	5,775	5,011	5,606	4,387
2018	3,540	3,759	0	3,612	4,135	4,894	6,883	5,138	5,720	5,341	4,846	4,498
2019	3,951	4,981	3,873	4,741	5,256	5,868	6,005	7,724	7,589	6,677	6,014	5,480
2020	4,048	4,071	4,503	4,694	6,606	7,277	8,255	11,775	15,680			



DOÑA ANA WATER

Monthly Disconnections

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2016	106	64	66	51	42	51	38	77	72	68	59	45
2017	66	54	42	48	51	52	50	46	53	53	50	29
2018	37	37	52	49	46	46	21	75	66	63	54	55
2019	64	65	47	54	68	58	66	55	74	82	53	64
2020	46	52	0	0	0	0	0	0	0			

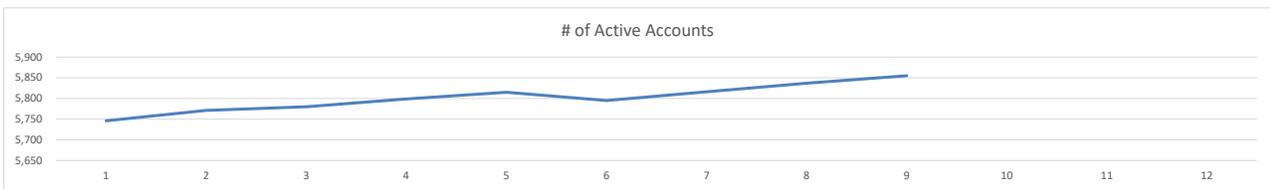
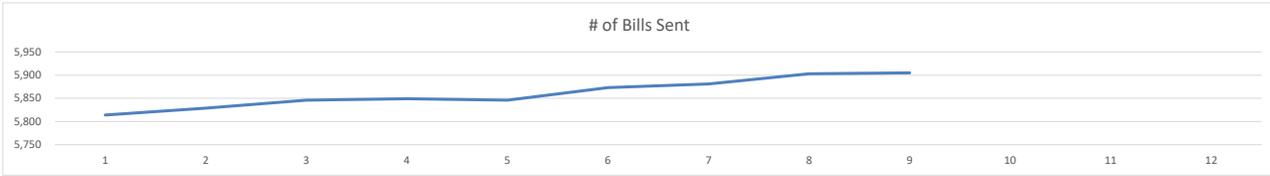


DOÑA ANA WATER

—●— 2016 —●— 2017 —●— 2018 —●— 2019 —●— 2020

2020 Billing Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
# of Bills Sent	5,814	5,829	5,846	5,849	5,846	5,873	5,881	5,903	5,905			
\$ Billed for Water	\$ 207,140	\$ 197,724	\$ 193,999	\$ 255,326	\$ 357,832	\$ 360,974	\$ 484,447	\$ 347,420	\$ 347,647			
\$ Billed for Sewer	\$ 52,989	\$ 53,414	\$ 50,599	\$ 52,136	\$ 50,647	\$ 59,517	\$ 54,339	\$ 52,068	\$ 53,178			
# of Active Accounts	5,746	5,771	5,780	5,799	5,815	5,795	5,816	5,837	5,855			
# of Members	4,611	4,616	4,616	4,645	4,668	4,673	4,659	4,662	4,686			





Bank Transaction Report

Transaction Detail

Issued Date Range: 09/01/2020 - 09/30/2020

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 5766205370 - Operating Account							
Check							
09/08/2020	09/30/2020	26323	FRANKIE FUENTES	Utility Billing	Cleared	Check	-694.11
09/08/2020	09/30/2020	26324	BRIDGETTE WARREN	Utility Billing	Cleared	Check	-43.97
09/08/2020	09/30/2020	26325	LINDA RINO	Utility Billing	Cleared	Check	-50.61
09/08/2020	09/30/2020	26326	JOHN GOMEZ	Utility Billing	Cleared	Check	-68.41
09/08/2020	09/30/2020	26327	JOSE MENDOZA	Utility Billing	Cleared	Check	-72.55
09/08/2020		26328	TRUPTI PATEL	Utility Billing	Outstanding	Check	-30.21
09/08/2020		26329	WESTERN STOVES AND FIREPLACES	Utility Billing	Outstanding	Check	-1,078.65
09/22/2020	09/30/2020	26362	Sunbelt Insurance Group	Accounts Payable	Cleared	Check	-9,748.15
09/22/2020	09/30/2020	26363	8 X 8 INC	Accounts Payable	Cleared	Check	-996.35
09/22/2020	09/30/2020	26364	Bohannan Huston	Accounts Payable	Cleared	Check	-52,947.03
09/22/2020	09/30/2020	26365	Bohannan Huston	Accounts Payable	Cleared	Check	-10,484.65
09/22/2020	09/30/2020	26366	Bohannan Huston	Accounts Payable	Cleared	Check	-10,912.48
09/22/2020		26367	Casa De Autos	Accounts Payable	Outstanding	Check	-53.53
09/22/2020	09/30/2020	26368	Century Link	Accounts Payable	Cleared	Check	-66.04
09/22/2020	09/30/2020	26369	City of Las Cruces	Accounts Payable	Cleared	Check	-1,186.94
09/22/2020	09/30/2020	26370	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
09/22/2020	09/30/2020	26371	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
09/22/2020	09/30/2020	26372	City of Las Cruces	Accounts Payable	Cleared	Check	-16.87
09/22/2020	09/30/2020	26373	City of Las Cruces	Accounts Payable	Cleared	Check	-6,430.53
09/22/2020	09/30/2020	26374	City of Las Cruces	Accounts Payable	Cleared	Check	-445.04
09/22/2020	09/30/2020	26375	Delta Dental of New Mexico	Accounts Payable	Cleared	Check	-712.39
09/22/2020	09/30/2020	26376	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-69.38
09/22/2020	09/30/2020	26377	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-62.10
09/22/2020	09/30/2020	26378	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-34.55
09/22/2020	09/30/2020	26379	Dona Ana Mutual Domestic Water Consumers Association	Accounts Payable	Cleared	Check	-28.72
09/22/2020	09/30/2020	26380	DPC Industries, Inc.	Accounts Payable	Cleared	Check	-3,419.49
09/22/2020	09/30/2020	26381	DPC Industries, Inc.	Accounts Payable	Cleared	Check	-402.18
09/22/2020		26382	Eagle Security, LLC	Accounts Payable	Outstanding	Check	-162.71
09/22/2020	09/30/2020	26383	El Paso Electric	Accounts Payable	Cleared	Check	-365.76
09/22/2020	09/30/2020	26384	El Paso Electric	Accounts Payable	Cleared	Check	-5,567.04
09/22/2020	09/30/2020	26385	El Paso Electric	Accounts Payable	Cleared	Check	-616.47
09/22/2020	09/30/2020	26386	El Paso Electric	Accounts Payable	Cleared	Check	-1,083.03
09/22/2020	09/30/2020	26387	El Paso Electric	Accounts Payable	Cleared	Check	-22.20
09/22/2020	09/30/2020	26388	El Paso Electric	Accounts Payable	Cleared	Check	-220.96
09/22/2020	09/30/2020	26389	El Paso Electric	Accounts Payable	Cleared	Check	-85.13

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/22/2020	09/30/2020	26390	El Paso Electric	Accounts Payable	Cleared	Check	-1,378.47
09/22/2020	09/30/2020	26391	El Paso Electric	Accounts Payable	Cleared	Check	-166.74
09/22/2020	09/30/2020	26392	El Paso Electric	Accounts Payable	Cleared	Check	-163.03
09/22/2020	09/30/2020	26393	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
09/22/2020	09/30/2020	26394	El Paso Electric	Accounts Payable	Cleared	Check	-2,140.95
09/22/2020	09/30/2020	26395	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
09/22/2020	09/30/2020	26396	El Paso Electric	Accounts Payable	Cleared	Check	-681.12
09/22/2020	09/30/2020	26397	El Paso Electric	Accounts Payable	Cleared	Check	-3,851.03
09/22/2020	09/30/2020	26398	El Paso Electric	Accounts Payable	Cleared	Check	-16.43
09/22/2020	09/30/2020	26399	El Paso Electric	Accounts Payable	Cleared	Check	-4,250.30
09/22/2020	09/30/2020	26400	El Paso Electric	Accounts Payable	Cleared	Check	-26.26
09/22/2020	09/30/2020	26401	El Paso Electric	Accounts Payable	Cleared	Check	-43.10
09/22/2020	09/30/2020	26402	El Paso Electric	Accounts Payable	Cleared	Check	-228.63
09/22/2020	09/30/2020	26403	El Paso Electric	Accounts Payable	Cleared	Check	-77.38
09/22/2020	09/30/2020	26404	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
09/22/2020	09/30/2020	26405	El Paso Electric	Accounts Payable	Cleared	Check	-3,027.10
09/22/2020	09/30/2020	26406	El Paso Electric	Accounts Payable	Cleared	Check	-34.01
09/22/2020	09/30/2020	26407	El Paso Electric	Accounts Payable	Cleared	Check	-845.73
09/22/2020	09/30/2020	26408	El Paso Electric	Accounts Payable	Cleared	Check	-82.60
09/22/2020	09/30/2020	26409	El Paso Electric	Accounts Payable	Cleared	Check	-3,465.54
09/22/2020	09/30/2020	26410	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
09/22/2020	09/30/2020	26411	El Paso Electric	Accounts Payable	Cleared	Check	-15.25
09/22/2020	09/30/2020	26412	El Paso Electric	Accounts Payable	Cleared	Check	-339.60
09/22/2020	09/30/2020	26413	Internal Revenue Service	Accounts Payable	Cleared	Check	-8,074.11
09/22/2020	09/30/2020	26414	Kosh Solutions, LLC	Accounts Payable	Cleared	Check	-2,076.12
09/22/2020	09/30/2020	26415	Lujan Commercial Cleaning	Accounts Payable	Cleared	Check	-649.88
09/22/2020	09/30/2020	26416	MEGAHURTZ COMPUTER CONSULTING, INC.	Accounts Payable	Cleared	Check	-54.16
09/22/2020		26417	New Mexico Rural Water Association	Accounts Payable	Outstanding	Check	-6,750.00
09/22/2020	09/30/2020	26418	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-1,966.59
09/22/2020	09/30/2020	26419	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-440.50
09/22/2020	09/30/2020	26420	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-29,201.02
09/22/2020	09/30/2020	26421	New Mexico State Tax & Revenue	Accounts Payable	Cleared	Check	-198.78
09/22/2020	09/30/2020	26422	OpenEdge	Accounts Payable	Cleared	Check	-3,321.10
09/22/2020	09/30/2020	26423	OpenEdge	Accounts Payable	Cleared	Check	-309.26
09/22/2020		26424	PARMETER POWER AND CONTROLL, INC.	Accounts Payable	Outstanding	Check	-121.85
09/22/2020		26425	PARMETER POWER AND CONTROLL, INC.	Accounts Payable	Outstanding	Check	-528.02
09/22/2020	09/30/2020	26426	Postal Pros Southwest, Inc.	Accounts Payable	Cleared	Check	-3,134.78
09/22/2020		26427	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-93.15
09/22/2020		26428	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-48.74
09/22/2020		26429	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-54.16
09/22/2020	09/30/2020	26430	RICOH	Accounts Payable	Cleared	Check	-588.06
09/22/2020	09/30/2020	26431	Sisbarro	Accounts Payable	Cleared	Check	-284.98
09/22/2020	09/30/2020	26432	Southwest Disposal	Accounts Payable	Cleared	Check	-159.66

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/22/2020	09/30/2020	26433	Southwest Disposal	Accounts Payable	Cleared	Check	-277.75
09/22/2020	09/30/2020	26434	United Healthcare	Accounts Payable	Cleared	Check	-13,765.56
09/22/2020	09/30/2020	26435	UNUM	Accounts Payable	Cleared	Check	-1,074.44
09/22/2020	09/30/2020	26436	USDA-RUS	Accounts Payable	Cleared	Check	-2,376.00
09/22/2020	09/30/2020	26437	USDA-RUS	Accounts Payable	Cleared	Check	-2,958.00
09/22/2020	09/30/2020	26438	USDA-RUS	Accounts Payable	Cleared	Check	-2,693.00
09/22/2020	09/30/2020	26439	USDA-RUS	Accounts Payable	Cleared	Check	-7,291.00
09/22/2020		26440	Vermeer New Mexico, Inc	Accounts Payable	Outstanding	Check	-192.70
09/22/2020	09/30/2020	26441	Wells Fargo Bank	Accounts Payable	Cleared	Check	-66.00
09/22/2020	09/30/2020	26442	Wells Fargo Bank	Accounts Payable	Cleared	Check	-66.00
09/22/2020	09/30/2020	26443	Wells Fargo Bank	Accounts Payable	Cleared	Check	-2,147.44
09/22/2020	09/30/2020	26444	WEX Fleet Universal	Accounts Payable	Cleared	Check	-1,730.49
09/22/2020	09/30/2020	26445	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-20.92
09/22/2020	09/30/2020	26446	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-27.96
09/22/2020	09/30/2020	26447	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-15.02
09/22/2020	09/30/2020	26448	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-23.93
09/22/2020	09/30/2020	26449	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-20.92
09/22/2020	09/30/2020	26450	Zia Natural Gas Company	Accounts Payable	Cleared	Check	-20.92
09/22/2020		26451	GEORGE MAMEROW	Utility Billing	Outstanding	Check	-84.62
09/22/2020		26452	SALLY MONTOYA	Utility Billing	Outstanding	Check	-1.80
09/22/2020		26453	APRIL ZAMORA	Utility Billing	Outstanding	Check	-91.84
09/22/2020		26454	AMANDA GEARY	Utility Billing	Outstanding	Check	-75.64
09/25/2020		26455	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-37.12
09/25/2020		26456	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-31.92
09/25/2020		26457	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-21.65
09/25/2020		26458	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-37.66
09/25/2020		26459	DESERT VIEW HOMES LLC.	Utility Billing	Outstanding	Check	-22.02
09/25/2020		26460	DESERT VIEW HOMES LLC.	Utility Billing	Outstanding	Check	-24.51
09/25/2020		26461	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-22.54
09/25/2020		26462	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-22.57
09/25/2020		26463	DESERT VIEW HOMES, LLC.	Utility Billing	Outstanding	Check	-26.99
09/25/2020		26464	DESERT VIEW HOMES, LLC	Utility Billing	Outstanding	Check	-23.16
09/25/2020		26465	DESERT VIEW HOMES, LLC	Utility Billing	Outstanding	Check	-1.53
09/25/2020		26466	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-21.87
09/25/2020		26467	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-36.75
09/25/2020		26468	DESERT VIEW HOMES	Utility Billing	Outstanding	Check	-25.00
09/25/2020	09/30/2020	26469	AFLAC	Accounts Payable	Cleared	Check	-749.56
09/25/2020		26470	Big Star Hardware LLC	Accounts Payable	Outstanding	Check	-89.98
09/25/2020	09/30/2020	26471	Bohannon Huston	Accounts Payable	Cleared	Check	-21,349.89
09/25/2020	09/30/2020	26472	Comcast	Accounts Payable	Cleared	Check	-193.70
09/25/2020		26473	DPC Industries, Inc.	Accounts Payable	Outstanding	Check	-220.00
09/25/2020	09/30/2020	26474	FLEETMATIC USA LLC	Accounts Payable	Cleared	Check	-689.61
09/25/2020	09/30/2020	26475	New Mexico Environment Department	Accounts Payable	Cleared	Check	-127,163.55

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/25/2020	09/30/2020	26476	New Mexico Mutual Casualty Company	Accounts Payable	Cleared	Check	-1,500.00
09/25/2020		26477	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-54.16
09/25/2020		26478	Professional Water Testing LLC	Accounts Payable	Outstanding	Check	-141.89
09/25/2020	09/30/2020	26479	Public Employees Retirement Association	Accounts Payable	Cleared	Check	-6,494.20
09/25/2020		26480	Red Wing Shoes of Las Cruces	Accounts Payable	Outstanding	Check	-779.85
09/25/2020		26481	Red Wing Shoes of Las Cruces	Accounts Payable	Outstanding	Check	-1,559.70
09/25/2020	09/30/2020	26482	Verizon Wireless	Accounts Payable	Cleared	Check	-1,522.96
09/25/2020	09/30/2020	26483	VISION SERVICE PLAN	Accounts Payable	Cleared	Check	-225.23
09/25/2020		26484	WATSON SMITH. LLC	Accounts Payable	Outstanding	Check	-184.13
09/25/2020		26485	WATSON SMITH. LLC	Accounts Payable	Outstanding	Check	-642.38
09/25/2020		26486	WATSON SMITH. LLC	Accounts Payable	Outstanding	Check	-1,397.23
09/25/2020		26487	WATSON SMITH. LLC	Accounts Payable	Outstanding	Check	-43.33
09/30/2020		26488	Casa De Autos	Accounts Payable	Outstanding	Check	-53.53
09/30/2020	09/30/2020	26489	Comcast	Accounts Payable	Cleared	Check	-234.81
09/30/2020	09/30/2020	26490	Comcast	Accounts Payable	Cleared	Check	-239.81
09/30/2020		26491	Internal Revenue Service	Accounts Payable	Outstanding	Check	-7,992.41
09/30/2020		26492	Internal Revenue Service	Accounts Payable	Outstanding	Check	-116.32
09/30/2020		26493	Morrow Enterprises Inc.	Accounts Payable	Outstanding	Check	-103,034.78
09/30/2020		26494	Morrow Enterprises Inc.	Accounts Payable	Outstanding	Check	-157,925.07
09/30/2020		26495	Morrow Enterprises Inc.	Accounts Payable	Outstanding	Check	-70,357.39
09/30/2020		26496	New Mexico Environment Department	Accounts Payable	Outstanding	Check	-13,196.90
09/30/2020		26497	New Mexico State Tax & Revenue	Accounts Payable	Outstanding	Check	-29,005.29
09/30/2020		26498	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-1,838.28
09/30/2020		26499	Souder, Miller, & Associates	Accounts Payable	Outstanding	Check	-7,571.42
09/30/2020	09/30/2020	26500	Wells Fargo Bank	Accounts Payable	Cleared	Check	-6,350.09
Check Total: (146)							-786,312.19
EFT							
09/08/2020	09/30/2020	579	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-7,925.09
09/08/2020	09/30/2020	580	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-11,779.90
09/08/2020	09/30/2020	581	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-10,437.75
09/08/2020	09/30/2020	592	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-30,142.74
09/14/2020	09/30/2020	DFT0047FY21	Payroll EFT	Payroll	Cleared	EFT	-13,783.82
09/14/2020	09/30/2020	DFT0051FY21	Payroll EFT	Payroll	Cleared	EFT	-9,570.65
09/22/2020	09/30/2020	585	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-11,779.90
09/22/2020	09/30/2020	586	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-7,925.09
09/22/2020	09/30/2020	587	New Mexico Finance Authority	Accounts Payable	Cleared	EFT	-10,437.75
09/28/2020	09/30/2020	DFT0055FY21	Payroll EFT	Payroll	Cleared	EFT	-9,570.63
09/28/2020	09/30/2020	DFT0059FY21	Payroll EFT	Payroll	Cleared	EFT	-13,675.88
09/30/2020		DFT0063FY21	Payroll EFT	Payroll	Outstanding	EFT	-701.84
EFT Total: (12)							-137,731.04
Bank Account 5766205370 Total: (158)							-924,043.23

Bank Transaction Report

Report Total: (158) **Issued Date Range: -**
-924,043.23

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
5766205370 Operating Account	158	-924,043.23
Report Total:	158	-924,043.23

Cash Account	Count	Amount
100 100-10-1000 Operating Account 1 5370	158	-924,043.23
Report Total:	158	-924,043.23

Transaction Type	Count	Amount
Check	146	-786,312.19
EFT	12	-137,731.04
Report Total:	158	-924,043.23



StateRpt...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - General Operating Fund						
Revenue						
400 - Water Sales	4,230,974.96	4,230,974.96	444,731.43	1,088,115.34	-3,142,859.62	74.28 %
405 - Wastewater Sales	740,000.00	740,000.00	54,624.93	177,520.53	-562,479.47	76.01 %
410 - Connection/Reconnection Charges	85,000.00	85,000.00	8,969.12	20,714.01	-64,285.99	75.63 %
420 - Water New Connections & Service Fees	760,000.00	760,000.00	24,554.55	318,095.09	-441,904.91	58.15 %
425 - Wastewater New Connections & Service Fees	150,000.00	150,000.00	8,007.90	36,610.65	-113,389.35	75.59 %
430 - Water Late Fees & Penalties	55,000.00	55,000.00	6,954.12	17,166.33	-37,833.67	68.79 %
435 - Wastewater Late Fees & Penalties	8,000.00	8,000.00	747.53	1,886.18	-6,113.82	76.42 %
440 - Taxes	22,000.00	22,000.00	2,095.09	6,915.49	-15,084.51	68.57 %
450 - Other Operating Revenue	289,075.00	289,075.00	417.35	217,404.10	-71,670.90	24.79 %
Revenue Total:	6,340,049.96	6,340,049.96	551,102.02	1,884,427.72	-4,455,622.24	70.28 %
Expense						
500 - Salaries	1,122,500.00	1,122,500.00	68,312.30	237,754.82	884,745.18	78.82 %
501 - Employee Benefits	478,200.00	478,200.00	11,207.30	78,391.71	399,808.29	83.61 %
505 - Electricity	317,000.00	317,000.00	28,854.86	88,240.25	228,759.75	72.16 %
515 - Other Utilities - Gas, Water, Sewer, Telephone	46,400.00	46,400.00	3,834.53	10,407.98	35,992.02	77.57 %
520 - System Parts & Supplies	748,000.00	748,000.00	14,031.94	67,425.23	680,574.77	90.99 %
525 - System Repairs and Maintenance	400,000.00	400,000.00	693.95	169,309.41	230,690.59	57.67 %
530 - Vehicles Expenses	192,000.00	43,500.00	2,015.47	4,466.32	39,033.68	89.73 %
535 - Office and Administrative Expenses	166,650.00	166,650.00	4,798.59	17,050.66	149,599.34	89.77 %
540 - Professional Services - Accounting, Engineering, L	363,800.00	363,800.00	44,078.17	83,250.74	280,549.26	77.12 %
545 - Insurance	54,000.00	54,000.00	0.00	0.00	54,000.00	100.00 %
550 - Due, Fees, Permits and Licenses	159,600.00	159,600.00	6,762.12	21,654.99	137,945.01	86.43 %
555 - Taxes - Gross Receipts Tax, Conservation Fee	310,000.00	310,000.00	32,601.47	65,459.77	244,540.23	78.88 %
560 - Training	33,000.00	33,000.00	0.00	0.00	33,000.00	100.00 %
570 - System Repairs	0.00	0.00	17.83	17.83	-17.83	0.00 %
590 - Miscellaneous	235,550.00	235,550.00	34,689.14	57,465.53	178,084.47	75.60 %
598 - Debt Payment - Principial	776,000.00	776,000.00	108,552.95	166,990.40	609,009.60	78.48 %
599 - Debt Payments - Interest	436,000.00	436,000.00	77,268.24	109,752.27	326,247.73	74.83 %
750 - Water Rights Expense	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
Expense Total:	5,888,700.00	5,740,200.00	437,718.86	1,177,637.91	4,562,562.09	79.48 %
Fund: 100 - General Operating Fund Surplus (Deficit):	451,349.96	599,849.96	113,383.16	706,789.81	106,939.85	-17.83 %
Fund: 200 - Grant/Loan Fund						
Revenue						
600 - Grant Revenue	4,771,395.00	4,771,395.00	283,710.09	1,317,145.32	-3,454,249.68	72.39 %
Revenue Total:	4,771,395.00	4,771,395.00	283,710.09	1,317,145.32	-3,454,249.68	72.39 %
Expense						
650 - Grant Expense	3,881,202.00	3,881,202.00	393,673.97	1,315,960.19	2,565,241.81	66.09 %
Expense Total:	3,881,202.00	3,881,202.00	393,673.97	1,315,960.19	2,565,241.81	66.09 %
Fund: 200 - Grant/Loan Fund Surplus (Deficit):	890,193.00	890,193.00	-109,963.88	1,185.13	-889,007.87	99.87 %
Fund: 900 - Restricted Reserve Fund						
Revenue						
450 - Other Operating Revenue	4,500.00	4,500.00	0.00	0.00	-4,500.00	100.00 %
Revenue Total:	4,500.00	4,500.00	0.00	0.00	-4,500.00	100.00 %
Expense						
650 - Grant Expense	200,000.00	200,000.00	0.00	18,669.95	181,330.05	90.67 %
740 - Capital Purchases	871,700.00	871,700.00	14,741.15	24,871.91	846,828.09	97.15 %

Budget Report

For Fiscal: FY 2020 - 2021 Period Ending: 09/30/2020

StateRpt...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense Total:	1,071,700.00	1,071,700.00	14,741.15	43,541.86	1,028,158.14	95.94 %
Fund: 900 - Restricted Reserve Fund Surplus (Deficit):	-1,067,200.00	-1,067,200.00	-14,741.15	-43,541.86	1,023,658.14	95.92 %
Report Surplus (Deficit):	274,342.96	422,842.96	-11,321.87	664,433.08	241,590.12	-57.13 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Operating Fund	451,349.96	599,849.96	113,383.16	706,789.81	106,939.85
200 - Grant/Loan Fund	890,193.00	890,193.00	-109,963.88	1,185.13	-889,007.87
900 - Restricted Reserve Fund	-1,067,200.00	-1,067,200.00	-14,741.15	-43,541.86	1,023,658.14
Report Surplus (Deficit):	274,342.96	422,842.96	-11,321.87	664,433.08	241,590.12



	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 100 - General Operating Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	366,116.12	1,030,561.38	664,445.26
105 - Due From Other Governments	0.00	0.00	0.00
110 - Accounts Receivable	0.00	0.00	0.00
120 - Fund Transfers	0.00	41,877.07	41,877.07
130 - Inventories	407,287.36	407,287.36	0.00
140 - Prepaid Expenses	0.00	0.00	0.00
145 - Refundable Deposits	0.00	0.00	0.00
146 - Restricted Cash	184,230.23	184,234.87	4.64
147 - Restricted Investments	0.00	0.00	0.00
Total ReportOnly1 10 - Current Assets:	957,633.71	1,663,960.68	706,326.97
ReportOnly1: 15 - Long-term Assets			
150 - Capital Assets, Net	0.00	0.00	0.00
Total ReportOnly1 15 - Long-term Assets:	0.00	0.00	0.00
Total Assets:	957,633.71	1,663,960.68	706,326.97
Liability			
ReportOnly1: 10 - Current Assets			
105 - Due From Other Governments	0.00	0.00	0.00
130 - Inventories	0.00	-13,798.47	13,798.47
Total ReportOnly1 10 - Current Assets:	0.00	-13,798.47	13,798.47
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	0.00	0.00
210 - Due to Other Governments	0.00	0.00	0.00
214 - Accrued Payroll	0.00	0.00	0.00
222 - Customer Deposits	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	0.00	0.00
ReportOnly1: 25 - Long-term Liabilities			
250 - Compensated Absences	0.00	0.00	0.00
251 - Long-term Debt	0.00	0.00	0.00
Total ReportOnly1 25 - Long-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	-13,798.47	13,798.47
Equity			
ReportOnly1: 15 - Long-term Assets			
150 - Capital Assets, Net	0.00	13,335.63	13,335.63
Total ReportOnly1 15 - Long-term Assets:	0.00	13,335.63	13,335.63
ReportOnly1: 30 - Net Assets			
300 - Net Assets	1,574,424.81	957,633.71	0.00
Total ReportOnly1 30 - Net Assets:	1,574,424.81	957,633.71	0.00
Total Beginning Equity:	1,574,424.81	970,969.34	13,335.63
Total Revenue	26,698,377.68	1,884,427.72	-24,813,949.96
Total Expense	22,141,866.10	1,177,637.91	20,964,228.19
Revenues Over/(Under) Expenses	4,556,511.58	706,789.81	-3,849,721.77
Total Equity and Current Surplus (Deficit):	6,130,936.39	1,677,759.15	-4,453,177.24
Total Liabilities, Equity and Current Surplus (Deficit):	6,130,936.39	1,663,960.68	-4,466,975.71

Balance Sheet

As Of 09/30/2020

	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 200 - Grant/Loan Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	0.00	0.00	0.00
105 - Due From Other Governments	0.00	0.00	0.00
120 - Fund Transfers	0.00	1,185.13	1,185.13
146 - Restricted Cash	0.00	0.00	0.00
Total ReportOnly1 10 - Current Assets:	0.00	1,185.13	1,185.13
ReportOnly1: 15 - Long-term Assets			
150 - Capital Assets, Net	0.00	0.00	0.00
Total ReportOnly1 15 - Long-term Assets:	0.00	0.00	0.00
Total Assets:	0.00	1,185.13	1,185.13
Liability			
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	0.00	0.00
ReportOnly1: 25 - Long-term Liabilities			
251 - Long-term Debt	0.00	0.00	0.00
Total ReportOnly1 25 - Long-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	0.00	0.00
Equity			
ReportOnly1: 30 - Net Assets			
300 - Net Assets	-446,614.56	0.00	0.00
Total ReportOnly1 30 - Net Assets:	-446,614.56	0.00	0.00
Total Beginning Equity:	-446,614.56	0.00	0.00
Total Revenue	22,805,433.39	1,317,145.32	-21,488,288.07
Total Expense	24,376,976.00	1,315,960.19	23,061,015.81
Revenues Over/(Under) Expenses	-1,571,542.61	1,185.13	1,572,727.74
Total Equity and Current Surplus (Deficit):	-2,018,157.17	1,185.13	2,019,342.30
Total Liabilities, Equity and Current Surplus (Deficit):	-2,018,157.17	1,185.13	2,019,342.30

Balance Sheet

As Of 09/30/2020

	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 700 - RW General Fund			
Assets			
Total Assets:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Liability			
Total Liability:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Equity			
Total Beginning Equity:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Equity and Current Surplus (Deficit):	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities, Equity and Current Surplus (Deficit):	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Balance Sheet

As Of 09/30/2020

	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 900 - Restricted Reserve Fund			
Assets			
ReportOnly1: 10 - Current Assets			
100 - Cash & Cash Equivalents	0.00	0.00	0.00
110 - Accounts Receivable	0.00	0.00	0.00
120 - Fund Transfers	0.00	-43,062.20	-43,062.20
146 - Restricted Cash	0.00	0.00	0.00
147 - Restricted Investments	1,706,841.02	1,706,361.36	-479.66
Total ReportOnly1 10 - Current Assets:	1,706,841.02	1,663,299.16	-43,541.86
Total Assets:	1,706,841.02	1,663,299.16	-43,541.86
Liability			
ReportOnly1: 20 - Short-term Liabilities			
200 - Accounts Payable	0.00	0.00	0.00
Total ReportOnly1 20 - Short-term Liabilities:	0.00	0.00	0.00
Total Liability:	0.00	0.00	0.00
Equity			
ReportOnly1: 30 - Net Assets			
300 - Net Assets	1,679,375.22	1,706,841.02	0.00
Total ReportOnly1 30 - Net Assets:	1,679,375.22	1,706,841.02	0.00
Total Beginning Equity:	1,679,375.22	1,706,841.02	0.00
Total Revenue	15,925.42	0.00	-15,925.42
Total Expense	2,826,449.56	43,541.86	2,782,907.70
Revenues Over/(Under) Expenses	-2,810,524.14	-43,541.86	2,766,982.28
Total Equity and Current Surplus (Deficit):	-1,131,148.92	1,663,299.16	2,794,448.08
Total Liabilities, Equity and Current Surplus (Deficit):	-1,131,148.92	1,663,299.16	2,794,448.08



Income Statement Group Summary

For Fiscal: FY 2020 - 2021 Period Ending: 09/30/2020

FedRpt2	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - General Operating Fund					
Revenue					
400 - Water Sales	4,517,974.96	4,517,974.96	456,637.11	1,219,432.89	3,298,542.07
401 - Wastewater Sales	725,000.00	725,000.00	54,624.93	175,397.67	549,602.33
405 - Pntly/Disconnects	203,000.00	203,000.00	18,895.12	48,024.86	154,975.14
410 - Installations	575,000.00	575,000.00	18,035.68	217,471.10	357,528.90
430 - Miscellaneous	294,075.00	294,075.00	2,491.83	223,375.58	70,699.42
700 - Investment / Interest	25,000.00	25,000.00	417.35	725.62	24,274.38
Revenue Total:	6,340,049.96	6,340,049.96	551,102.02	1,884,427.72	4,455,622.24
Expense					
500 - Salaries/Benefits	1,563,200.00	1,563,200.00	78,019.60	311,222.39	1,251,977.61
510 - Tax / Insurance	367,500.00	367,500.00	54,952.30	85,716.62	281,783.38
515 - Utilities/Fuel/Oil	395,400.00	395,400.00	34,419.88	102,662.11	292,737.89
520 - Supplies/Expense	1,589,800.00	1,441,300.00	21,726.98	252,370.16	1,188,929.84
525 - Debt Services	776,000.00	776,000.00	108,552.95	166,990.40	609,009.60
530 - Interest	436,000.00	436,000.00	77,268.24	109,752.27	326,247.73
540 - Dues, Fees, permits, and licenses	75,000.00	75,000.00	0.00	0.00	75,000.00
570 - Office and administrative expense	123,000.00	123,000.00	9,748.15	29,247.75	93,752.25
580 - Professional fees	372,800.00	372,800.00	44,078.17	83,434.88	289,365.12
620 - Other operating expenses	160,000.00	160,000.00	8,952.59	36,241.33	123,758.67
640 - Capital expenditures	50,000.00	50,000.00	0.00	0.00	50,000.00
Expense Total:	5,908,700.00	5,760,200.00	437,718.86	1,177,637.91	4,582,562.09
Fund: 100 - General Operating Fund Surplus (Deficit):	431,349.96	579,849.96	113,383.16	706,789.81	-126,939.85
Fund: 200 - Grant/Loan Fund					
Revenue					
650 - Grant/Loan Revenue	4,771,395.00	4,771,395.00	283,710.09	1,317,145.32	3,454,249.68
Revenue Total:	4,771,395.00	4,771,395.00	283,710.09	1,317,145.32	3,454,249.68
Expense					
660 - Grant/Loan Expense	3,881,202.00	3,881,202.00	393,673.97	1,315,960.19	2,565,241.81
Expense Total:	3,881,202.00	3,881,202.00	393,673.97	1,315,960.19	2,565,241.81
Fund: 200 - Grant/Loan Fund Surplus (Deficit):	890,193.00	890,193.00	-109,963.88	1,185.13	889,007.87
Fund: 900 - Restricted Reserve Fund					
Revenue					
415 - Miscellaneous	4,500.00	4,500.00	0.00	0.00	4,500.00
Revenue Total:	4,500.00	4,500.00	0.00	0.00	4,500.00
Expense					
520 - Supplies/Expense	871,700.00	871,700.00	14,741.15	24,871.91	846,828.09
660 - Grant/Loan Expense	200,000.00	200,000.00	0.00	18,669.95	181,330.05
Expense Total:	1,071,700.00	1,071,700.00	14,741.15	43,541.86	1,028,158.14
Fund: 900 - Restricted Reserve Fund Surplus (Deficit):	-1,067,200.00	-1,067,200.00	-14,741.15	-43,541.86	-1,023,658.14
Total Surplus (Deficit):	254,342.96	402,842.96	-11,321.87	664,433.08	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
100 - General Operating Fund	431,349.96	579,849.96	113,383.16	706,789.81	-126,939.85
200 - Grant/Loan Fund	890,193.00	890,193.00	-109,963.88	1,185.13	889,007.87
900 - Restricted Reserve Fund	-1,067,200.00	-1,067,200.00	-14,741.15	-43,541.86	-1,023,658.14
Total Surplus (Deficit):	254,342.96	402,842.96	-11,321.87	664,433.08	



Doña Ana Mutual Domestic Water Consumers Association
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Physical Address: 5535 Ledesma Dr • Las Cruces, NM 88007
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The Association will make the following emergency procedures for the safety of our members as well as our staff. These changes and authorizations should remain in effective until further notice.

1. Our lobby will remain closed. We have office hours Monday – Friday 7:30 am – 5:30 pm and closed for lunch from 11:00am – 12:00pm. Our drive-thru will remain open.
2. Staff are split into two groups; Group A works Monday and Tuesday all day and Wednesdays 7:30am -12:30pm; Group B works Wednesday 12:30pm – 5:30pm and all-day Thursday and Friday. This will attempt to reduce the possibility of our entire staff being quarantined at one time. Staff will be placed on paid administrative leave for the missing hours to ensure our employees are still receiving a regular 40 hours per week in regard to pay. Overtime will only be paid once an employee has work 40 hours in a 7 day work week. Paid Administrative Leave will not be used for the calculation of overtime.
3. In the event we have someone on our staff or a member of their household test positive for COVID-19. The must provide a positive test result and we will follow recommendations from the NM Health Department. We will also follow the Families First Coronavirus Response Act.
 - a. *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
 - b. *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider).*
4. Our suspension of disconnections of services for any reason will remain in effect until further decision by the Board of Directors. Customers are still encouraged to make payments because late fees and non-payment fees will still be assessed. Current payment methods include the follow:
 - a. IVR with 24-hour access to make payments
 - b. Online Portal with 24-hour access to make payments
 - c. Drop Box only located at 5535 Ledesma Drive (Cash will be accepted)
 - d. Mail
5. In the event we have to quarantine a group of our staff we will suspend non-essential services: such as new meter installs, fire flow testing, relocation of meters, other general service order requests.
6. Suspension of all Association paid travel in-state and out-of-state; including for testing, conferences, training and etc.
7. Staff must follow the travel restricts in the Health Order that is in effect at the time of travel. If the travel is for personal reasons the self-quarantine or self-isolation will not be considered paid administrative leave.
8. Staff will be required to wear the face coverings while at the Association if they are within 6 feet of another person. The Association has already provided all staff with reusable face masks.
9. We encourage employees to minimize ridesharing. If not possible, staff is to ensure use of face coverings while in vehicle and adequate ventilation.
10. Tools, equipment, and vehicles should not be shared whenever possible. Always sanitize items after use, especially before and after any shift change.
11. Staff is required to practice social distancing of at least 6 feet as recommended by the CDC.

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12. Telecommunication will be an option for members of management for administrative work.
13. The Board of Directors will continue to hold their regular board meetings as scheduled which meet the 1st & 3rd Thursday of each month as necessary. The meetings will be held in person and telephonically.
14. Authorization for the Executive Director to take any necessary actions to protect the Association, its members, and staff such action to be reported to the board in a timely fashion.