



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) 526-9306 Fax

The following are the minutes of the Regular Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, January 15, 2026 convened at 3:00 p.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

Vice President Morrow called the meeting to order at 3:00 p.m. and called roll:

Secretary/Treasurer – Brian Cox, Excused Absence

Board Member – Brian Clouse, Present

Board Member- Ralph Owens, Present

A Quorum was declared.

Others in Attendance:

Legal Counsel- Nann Winter (via Zoom)

Legal Counsel- Juan Flores (via Zoom)

Executive Director- Jennifer Horton (via Zoom)

Office Manager- Margo Lopez

Approval of Agenda

Mr. Owens moved to approve the agenda as presented; the motion was seconded by Mr. Clouse. Ms. Horton recommended to move the Closed Session before the Approval of the Meeting Minutes. Mr. Owens moved to approve the agenda as

amended, Mr. Clouse seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Closed Session

Mr. Clouse moved to enter Closed Session as authorized by the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8), the following portion of the Board Meeting will be conducted in closed session: Litigation or Threatened Litigation; the motion was seconded by Mr. Owens. A roll call vote was taken, motion carried unanimously 3-0, and the Board of Directors went into Closed Session at 3:03 p.m.

Mr. Owens moved to exit Closed Session and entered back into Open Session; the motion was seconded by Mr. Clouse, a roll call vote was taken, motion carried unanimously 3-0, and the Board of Directors went back into Open Session at 3:27 p.m.

Vice President Morrow stated:

In accordance with the Open Meetings Act, New Mexico Statutes Annotated, Section 10-15-1, Subsections H (2), H (7) and H (8) Litigation or Threatened Litigation, no action is necessary in Open Session with regard to the matters discussed on the agenda.

Minutes

Mr. Clouse moved to approve the Regular Board Meeting Minutes of October 16, 2025 as presented; Mr. Owens seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3- 0.

Mr. Clouse moved to approve the Special Board Meeting Minutes of January 5, 2026 as presented; Mr. Owens second. There was no further discussion, and the motion passed unanimously by roll call vote 3- 0.

Customer Issues and Public Input

None

Board President Report

Vice President Morrow expressed his approval of the remodel and stated he thought it made a great addition. He further reported on a complaint he received from a member with regard to a billing issue. He stated the issues appeared to be that the member did not understand the billing due dates. Mr. Owens shared his personal experience with an internal billing issue that resulted in double billing and wondered if other parties were impacted. He stated it has been resolved.

Staff Reports

Ms. Horton provided financials for the months of October, November, and December. Ms. Horton began to review the Check Listing for the month of December and stated there were some loan payments and a large check written to the Environment Department. Everything else was standard for that month. She stated for the month of November there was a large check for \$179,000 for the meters and nodes as the Association is progressing with the meter project. She shared every few months we receive a shipment of them. She further reported for the month of October that there was a small split shipment of meters and nodes, a payment to the Environment Department and a \$100,000 check to Morrow Enterprises, Inc. as part of the 1 of 2 projects they are doing. She reported everything else to be routine for all 3 months.

She reviewed the Budget Report for December as it included numbers for October and November and stated year to date there was revenue of \$3.7 million and expenditures of \$3.4 million, with \$140,000 extra in grants that were owed from the prior period, with a net of \$470,000 at the 6-month mark for the year. Ms. Horton stated she was incredibly pleased. She further shared that there will be some outstanding receivables that are due to come in. Ms. Horton provided the Balance Sheet as of December 31 stating it is a current cash position. She stated the report is reflecting zero as it did not calculate correctly. She reported \$2.9 million in cash and cash equivalence and stated the Association is sitting at \$2.2million in cash and wrapped up the financials with the Income Statements as it ties back to the Budget Report.

Ms. Horton reported that Well 6 will be pulled this month for routine maintenance and stated it should only be down a day and a half, leaving a minimal impact on the system. She reported this was the only expense she was not expecting, until it was announced that production was dropping.

Ms. Horton provided a written report for the Project Updates. She reported on the Southeast Collection Project and shared she is waiting on USDA for their approval of Change Order #4 which will change order in the last alternative since there was money remaining. Ms. Horton would like to utilize those funds for a portion of that alternative. She further stated that once she obtains their approval, she will issue the change order to the contractor.

Ms. Horton reported on the Picacho Hills Sewer Main Protection Project. She stated that she had moved forward with it at this time.

Ms. Horton stated the West Mesa Water System Design Project is continuing. She reported the first milestone the engineers need to hit is February 28th to ensure all the readiness to proceed items are ready to move forward with the first day of construction. She stated she has requested the design to include a couple of trunk lines, a well site, and a tank site to have it ready to move this section into construction once she can close on the \$5 million, she has waiting.

Ms. Horton stated the Base Bid of the Dona Ana Village Lift Station and Force Main Phase 2 Project has been completed and is pending a schedule for substantial completion. She stated since there were no unknowns, a bore will be changed ordered in with the additional funds available to complete the remaining part of the project once that money comes in. She further stated that she expects to close in late March or early April as she is waiting on USDA's concurrence.

Ms. Horton stated all six (6) funding applications are on hold with the State until the Association can meet the readiness to proceed on all 6 concurrences by USDA.

Ms. Horton reported on subdivisions. She stated there are 3 subdivisions in the process. She reported she is waiting on the plans for Desert Oaks to return as she has not received anything since the last round of comments were sent back to them.

Ms. Horton shared the Buena Suerta Subdivision has submitted their concept plan and has received comments. She reported that she is scheduled to meet with them in hopes of clarifying the comments that were not understood, which should allow them to move forward with their adjustments.

Ms. Horton shared the plans for the Villas (87 residential lots) which have been redesigned, is pending review from Bohannon Huston. She further stated she expects to have a few comments but overall, the plans were in decent shape.

Ms. Horton reported that there was 1,251 new AMI meters installed, and no new operator certifications were obtained in several months. Further discussion ensued.

Ms. Horton led discussions on the office remodel and the security enhancements she is actively seeking.

Unfinished Business

Mr. Owens moved to approve the New Members New Meters; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Clouse moved to approve the Resolution 2026-02- Water Master Plan; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton stated this is the approval of the reimbursement of the grant money, in the amount of \$50,000 that was secured about 2 years ago. She stated now that the Master Plan is up for review the Association can submit for the grant reimbursement to apply towards it. She shared it was \$300,000, which was paid in full and was aware there would only be a \$50,000 reimbursement. However, it was critical for the Association to gain a better understanding of where we need to move forward with our system. Ms. Horton stated she is still waiting for final approval from the State and once the State signs off on it she will provide a copy of the Master Plan to the Board of

Directors and further discussion ensued. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

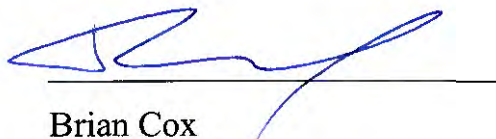
Mr. Clouse moved to approve the Resolution 2026-03- Wastewater Master Plan; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton shared this is the approval of the reimbursement of the grant money in the amount of \$50,000. This was to review the wastewater system, such as East Central and other systems that currently do not have wastewater. Ms. Horton clarified this is where she would be looking to expand, in areas where the Association serves water, not the areas the Association does not serve water. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Board Open Discussion

Mr. Owens inquired about the process of replacing Mr. Melton. Ms. Horton stated his seat comes up for election in June. She stated that either the Board of Directors could appoint someone now and handle Officer positions internally or wait until June, but it would be up to the Board on how they wish to address it. Mr. Owens inquired about the advertisement of the open seat election and Ms. Horton clarified.

Adjournment

Mr. Owens motioned to adjourn at 3:57 p.m., with a second from Mr. Clouse. The motion passed unanimously 3-0.



Brian Cox
Secretary/Treasurer

4/1/26
Date