



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, June 19, 2025 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:

President – Melton, (Excused Absence)

Secretary/Treasurer – Brian Cox, Present

Board Member – Brian Clouse, (Excused Absence)

Board Member- Ralph Owens, Present

A Quorum was declared.

Others in Attendance:

Legal Counsel- Nan Winters (via Zoom)

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Approval of Agenda

Mr. Cox moved to approve the agenda as presented; the motion was seconded by Mr. Owens. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Minutes

Mr. Cox moved to approve the Regular Board Meeting Minutes of May 15, 2025 as presented; Mr. Owens seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3- 0.

Mr. Owens moved to approve the Special Board Meeting Minutes of June 6, 2025 as presented; Mr. Cox seconded. 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 reported that President Melton's absence is excused for today and shared that he was unaware of any issues.

Staff Reports

Ms. Horton provided financials for the month of May. Ms. Horton began to review the Check Listing and stated there was 1 construction check for \$253,000 written for the month and that everything else was standard. She stated the Budget Report is as of the end of May with revenue of \$6.65million and an expenditure of \$5.57 million with a net difference of one million dollars. Ms. Horton stated there were some outstanding receivables that she is waiting for reimbursement on. She reported a net difference of \$592,000 and further clarified it was closer to \$900,000 once the receivables come in. Ms. Horton provided the Balance Sheet stating it is a current cash position and stated it looks better than last month due to the receivable that came in. She wrapped up the financials with the Income Statements as it ties back to the Budget

Report. Mr. Owens inquired about a large variance in Professional Services. Ms. Horton explained it was for the Water and Wastewater Master Plan. Ms. Horton stated that she at the time was uncertain if grant funds would be available and did not budget for it but knew she had enough to cover it through operating funds. Mr. Owens asked how she planned to make up for it. Ms. Horton stated with some positions in the budget that had not been filled, and she further stated that she did not spend what she anticipated on supplies and expenses and further discussion ensued.

Ms. Horton provided a written report for the Project Updates. She stated the Dona Ana Village Lift Station and Force Main was scheduled for mediation on June 17th in efforts to resolve the liquated damages with Spartan Construction and their claim of \$380,000.00, however, it had been cancelled. She stated they will reschedule once all parties are available.

Ms. Horton reported on the Southeast Collection Final Phase Project and stated both Ms. Lopez and the engineer are evaluating the project to determine if the amount of funds available will be sufficient to award the last alternative to it. Ms. Horton shared there will be \$3.5 to \$4 million left to spend.

Ms. Horton reported she is still waiting for bids for the Picacho Hills Sewer Main Protection Project.

Ms. Horton reported on the Development Standards and stated they are on the agenda today for approval.

Ms. Horton reported on the Water and Wastewater Masterplan. She stated that she is expecting those to be completed in the next couple of weeks for her preliminary review.

Ms. Horton stated the West Mesa Water System Design Project is wrapping up and hopes to see surveys early next month.

Ms. Horton stated the Dona Ana Village Lift Station and Force Main Phase 2 Project has started with potholing, getting control points, and survey stakes are set. She further stated she expects to see heavy equipment late next week.

Ms. Horton stated everything listed has been approved for the funding applications. She stated that she received her next step for the 2 Water Trust Board applications and is getting all her documents back for her to close. Ms. Horton stated that she expects to see the readiness to proceed list for the 4 projects funded by Colonias the first week of July and will have until October 31st to get all of their necessary documents for closing sent over.

Ms. Horton reported on subdivisions. She stated she has not received any new submissions for the Desert Oaks Subdivision (189 residential lots and 1 commercial lot for a clubhouse with a small pool in Picacho Hills) or from Buenos Suerte.

Ms. Horton stated she is waiting on the results of the water rights protest for the Reyes West Wind Subdivision before they can proceed.

Ms. Horton stated the Villas and Bosque Subdivisions have not submitted anything and reported the Prieto Subdivision had submittals this week and have started the first round of reviews for that subdivision.

Ms. Horton further reported 2 other calls on subdivisions. One is for 125 lots off of El Camino and Carlton and the other is off Myles and Valley but did not know how many lots for that subdivision.

Ms. Horton reported that there were 800 new meters installed, no new operator certifications were obtained and one open position in the Operations Department.

Ms. Horton led discussion on Admin staffing and the idea of Lockbox Services. She shared she is trying to create efficiencies by outsourcing certain aspects of work that are not required to be done in-house. She stated, rather than hiring someone new, this would be significantly cheaper than a full-time person and would have a substantial impact on projected savings based on the annual income for that previous role and further discussion ensued.

Ms. Horton provided the Customer Service Report for the Board of Directors to review.

New Business

None

Unfinished Business

Mr. Cox moved to Approve Resolution 2025 - 09 Budget Adjustment Resolution; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion.

Ms. Horton stated this is to allow her to increase revenue by \$400,000. Ms. Horton explained that the State's rule for local government's budget is that the total revenue and total expenditure cannot be exceeded during the fiscal year. She clarified that the expenditures are fine, however, total revenue will be roughly \$400,000 over what was projected for this year. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 10 Disposal of Property Under \$5,000; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton stated this is for the disposal of old office furniture, office equipment, items from the Operations Department and miscellaneous items. She further explained these items have to be placed on a public auction and sent to the state for their review. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 11 Grant Agreement SAP 25-J4115-STBR; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton stated this is the money for the Picacho Hills Arroyo Project, it is reauthorized for Capital Outlay this year. She further stated there will be 3 more years of authorization to find a contractor and to spend it. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 12 Water and Wastewater Rates; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton stated this is the water rate review for this year. Ms. Horton shared the State does a survey every year on water rates from other entities in the State to obtain a state average. She further explained being below the state average does have a

negative impact on state funding. Ms. Horton shared when she applies for funding the State looks at our rates and compares them to the state average and because we are below the state average it can affect the amount of grant / funding we receive. She further stated this is an attempt to try to get closer to that state average and further discussion ensued. It was agreed that the new water and wastewater rates be delayed until September 1st and a notification to the membership be posted in the July and August newsletter in an effort to communicate this upcoming change. Mr. Cox moved to approve Resolution 2025-12 Water and Wastewater Rates as amended, Mr. Owens seconded. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 13 Customer Policies; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton reviewed the changes and / or revision of the policies and discussion ensued. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 14 PERA Pick Up Resolution; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton stated the PERA rates go up year after year and this is to continue to pick up 75%. She further stated that they can either continue with the 75% pick up plan or elect to only pay what was paid the prior year, leaving employees to pay the difference of this rate increase. She clarified that 75% would be \$7,500. The board agreed to continue to pick up 75%. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Mr. Cox moved to Approve Resolution 2025 - 15 Employee Handbook; the motion was seconded by Mr. Owens. The Chair called for discussion of the motion. Ms. Horton reviewed the changes and / or revision of the policies and discussion ensued. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.


Mr. Owens moved to Approve Resolution 2025 - 16 Development Manual; the motion was seconded by Mr. Cox. The Chair called for discussion of the motion. Ms. Horton shared the revised manual to include the comments and addressed the concerns from the prior review. There was no further discussion, and the motion passed unanimously by roll call vote 3-0.

Board Open Discussion

None

Adjournment

Mr. Owens motioned to adjourn at 4:54 p.m., with a second from Mr. Cox. The motion passed unanimously 3-0.



Brian Cox
Secretary/Treasurer

7/17/25
Date