

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, June 9, 2015, convened at 9:01 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, Mr. Melton, called the meeting to order at 9:01 A.M. and called roll:

Vice President, Jamie Stull, Present

Secretary/ Treasurer, Agnes Balizan, Present

Board Member, Kay Trujillo, Present

Board Member, Kurt Anderson, Present

Others in Attendance:

Executive Director, Jennifer Horton, Present

Projects Manager, Abenicio Fernandez, Present

Legal Counsel, Lee E. Peters, Present at 11:18 A.M.

Administrative Assistant, Edward B. Salomón, Present

Approval of Agenda

Mr. Anderson moved to approve the agenda as presented; the motion was seconded by Mrs. Balizan. 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. Anderson moved to approve the Regular Board Meeting Minutes of May 26, 2015 as presented; the motion was seconded by Mrs. Balizan. 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.

New Members & New Meters

Mr. Anderson moved to approve the New Members and New Meters list as presented; the motion was seconded by Mrs. Balizan. 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.

Customer Issues & Public Input

Mrs. Dolores Zapien attended the Board Meeting to find out the results of the two meter tests that Board requested to have done to determine if an inaccurate meter could have contributed to an unusually large monthly charge. The meter was tested by an independent testing agency (for the second time) as well as in-house DAMDWCA personnel and in both cases the accuracy of the meter was found to be within acceptable limits.

Mr. Anderson moved to approve a payment arrangement of twelve equal monthly payments to discharge the unusually high charges in addition to her monthly water bill; the motion was seconded by Mrs. Balizan. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote by 5-0.

Board President Report

Mr. Melton reports:

Mr. Melton received an E-mail addressed to himself and Mrs. Trujillo from Mr. Scott Holzhauser regarding billing. Mr. Holzhauser mentions that he is not receiving his bill

early enough and doesn't have a large enough time frame to pay his bill, Mr. Holzhauser also thinks that Doña Ana MDWCA should also remove the late fee and increase billing rates. Mr. Melton mentioned that Doña Ana MDWCA is looking into going from a fifteen day payment window to a twenty five day payment window so that Association Members have more time to discharge their fiscal obligations to the Association. Mr. Melton received another E-mail from Mr. Ken Eastlack concerning customer service. Mr. Eastlack explains that he has had trouble paying his bill through the Doña Ana MDWCA website. He doesn't understand why Doña Ana MDWCA cannot get the payment portal up and running. Mr. Eastlack also mentioned that he attempted to call Doña Ana MDWCA numerous times between 2:30 P.M. and 4:30 P.M. on May 29, 2015 but none of the Customer Service Representatives answered the phone. Mr. Melton mentioned that the payment portal on the Doña Ana MDWCA website was a convenience attempted which has not proved to be successful under current circumstances, therefore, the Board of Directors has opted to discontinue efforts until, at the earliest, Doña Ana MDWCA has transitioned to the new billing software. Mr. Rudy Silva also sent in an E-mail concerning bank card information. Mr. Silva is curious as to what Doña Ana MDWCA does to protect customers who pay their bill electronically. Mrs. Horton explained that once automatic bill pay is initiated, all personal data concerning the account from which the bill is paid is maintained and protected by Wells Fargo, not the Association. Mrs. Horton further explained that all of the employees are subjected to a thorough background check before being employed to insure Association maintained personal information is protected to the maximum extent possible. Mr. Melton also received E-mails from Mr. Jim Hayhoe, Mr. Dennis Danley and Mr. Jean Davis concerning the arroyo in Picacho Hills. Mr. Melton stated that this should be an item of concern for the entire Association and recommended that a Board of Directors workshop be conducted for the purpose of gathering information concerning protection of Association infrastructure from potential

damage caused by storm water runoff. That workshop is tentatively scheduled for August 12, 2015 at the Doña Ana MDWCA Office.

Staff Reports

Administration Report

Mrs. Calhoun reports:

Expenditures- Expenditure Report from April 5, 2015 to May 5, 2015. All expenditures are normal overhead.

Accounts Receivables- Dona Ana County billing was \$963.00 for 321 Waste Water Users; they currently owe this amount for April 2015.

Accounting- General Ledger (GL) account reconciling has begun in preparation for end of year.

Current Open Positions- Currently Operations has (1) vacancy for Water and/or Waster Water Operator. A current listing of open positions can be obtained on the DAMDWCA website www.dawater.org. In addition to the listing are the job descriptions and job requirements for all vacant positions.

Staff Trainings-In house Staff training for April 2015 consisted of two trainings.

Bullying in the Workplace- This training consisted of step by step instructions on how to handle bullying from a co-worker or manager. The most important aspects of this video are examining your own behavior, knowing when to speak up and getting help from a Manager or Human Resources Representative. The main point of this video was that bullying is not acceptable and will not to be tolerated. This tool will be very effective in our work place. Testing was administered following the video.

Work Ethics- This training consisted of examples of unethical behaviors in the workplace. It also pointed out ways to create an ethical environment. The main points of this video were identifying unethical behaviors, who these behaviors hurt and when to do something about it. This tool with be highly effective in our workplace as it identified

common core values to have in the workplace. Testing was also administered following this video.

Customer Service Report

Ms. Shelsea Reports:

Billing- Billing statements were submitted to Go Direct on May 26, 2015. There were 5,235 billing statements submitted for printing.

Penalties-Penalties for May totaled: \$ 13,762.14. Penalties are scheduled for June 15, 2015.

Disconnects-Total Disconnections for May 21, 2015: 50 accounts were disconnected

Dona Ana: 36

Ft. Selden: 9

Picacho Hills: 4

Fairview: 1

Total Reconnections for May 2015: 41 accounts were restored. Disconnections are scheduled for June 23, 2015.

Membership Certificates- there are 51 certificates ready for Board Member signatures. In addition there are some accounts that we are looking into to verify if certificates were issued or not.

Document Scanning- As of June 2, 2015 document scanning is 40 percent complete. Currently we have AI working in customer service assisting with taking payments which has slowed down the scanning process.

Total Membership as of June 3, 2015 was: 4,230

Total number of Connections as of May 31, 2015: 5,461

Operations Manager Report

Mr. Parra Reports:

Doña Ana MDWCA System:

Doña Ana MDWCA pumped 42,924,933 gallons of water for the month of May and reported to the New Mexico Office of the State Engineer. Water Conservation Fee in the amount of \$1,287.75 was submitted for the month of May. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month of May 2015. Nine (9) samples were taken throughout the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau. Doña Ana water meters were read on May 16, 2015 and re-reads were also completed. There were six (6) new water services installed within the Doña Ana MDWCA System. There are 4,093 water service connections within this system. Vehicle and Equipment maintenance were conducted throughout the month of May 2015. Maintenance is on-going on all wells, booster stations, and well houses. Operations repaired five (5) service leaks in the Doña Ana service area. Operation repaired a 6 inch main leak on Thorpe Road. Wells #2, #5, and #7 are all on-line and Wells # 6 and #8 are off and ready when needed. Operation removed decals and cleaned out trade-in trucks. Two (2) new trucks have been delivered. Operations staff took inventory at all wells, vehicles', equipment, and boosters for the Asset Management Plan. Static and Drawdowns were taken at wells. Operations staff took apart and cleaned out the pressure reducing valve (PRV) at booster stations and the pressure is back to 65 PSI. Operations installed new hour meters for booster pumps at Well #2. Operations staff ordered a street valve exerciser for Doña Ana system. Operations re-bored service line at 5025 Northwind Road.

Doña Ana MDWCA Ft. Selden System:

Doña Ana MDWCA pumped 4,216,092 gallons of water for the month of May 2015 and submitted to the New Mexico Office of the State Engineer. Water Conservation Fee was in the amount of \$126.48 was submitted for the month of May 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was taken for the month at random alternate sites as per "Approved Sampling Plan" through New Mexico Environment Department-Drinking Water Bureau. All water meters were read on May 16, 2015 and all re-reads completed. No new water services were installed within the Ft. Selden Water System. There are 401 water service connections within this system. Inspections were conducted at Well and Tank sites (weed control). Static and Drawdown levels recorded at both wells. Wells #9 and #10 are cycling and on line. Operations staff took inventory at all wells, boosters, and warehouse for Asset Management Plan. Operations installed an electrical outlet in shop for the welder.

Doña Ana MDWCA Picacho Hills System:

Doña Ana MDWCA pumped 11,057,268 gallons of water for the month of May 2015 and submitted to the New Mexico Office of the State Engineer. Water Conservation Fee in the amount of \$331.72 was submitted for the month of May 2015. Routine disinfection And bacteriological monitoring of the system was conducted throughout the month. All water meters were read the May 16, 2015 and all re-reads were completed. There was 3 new service installed in Picacho Hills. There are 914 water service connections within this system. Operations installed 200 ft. of 2" PVC line at wastewater treatment plant for phone and internet line to new building. Operation staff repaired 3 service leaks/angle valves. Inspections were conducted at Well and Tank sites (Weed Control). Fire hydrant maintenance is complete (198 total Hydrants in system). Street valve exerciser for Picacho Hills has been ordered. Operations took apart and cleaned /repaired 8 inch PRVs

on Barcelona Ridge and on Fairway Village. Operations staff ordered 8 inch repair kits and a 4 inch repair kits for PRV on Via Norte/Vista De Oro.

Doña Ana MDWCA Fairview Water System:

Doña Ana MDWCA pumped 664,440 gallons were for the month of May 2015 and submitted to the New Mexico Office of the State Engineer. Water Conservation Fee in the amount of \$19.93 was submitted for the month of May 2015. Routine disinfection and bacteriological monitoring of the system were conducted throughout the month. One (1) sample was taken for the month at alternate sites as per “Approved Sampling Plan” through New Mexico Environment Department-Drinking Water Bureau. All water meters were read on May 16, 2015. There was no new water service installed within the Fairview Estates Water System. There are 53 water service connections within this system. Inspections were conducted at Wells and Pressure Tank site (weed control). Wells currently set to operate on auto-cycle. Operations replaced CL2 injector at Southview Well. Flushed and inspected Applevue Well in preparation for summer use. Operations staff ordered city approved parts list and turned in permit for emergency 2” water service hook-up (Back flow Preventer and Pressure Reducing Valve).

Project Managers Report

Mr. Fernandez Reports:

Tank at Picacho Hills- Sauder Miller and Associates (SMA) has received final approval from New Mexico Environmental Department Drinking Water Bureau (NMED DWB) and is awaiting a response from NMED Construction Projects Bureau (CPB) for final approval.

District 5 Headworks- Steve Deal with NMED CPB and EPA are currently reviewing the Environmental clearance.

District 5 Building- Construction commenced April 6, 2015. The Contractor has completed the plumbing, the concrete slab and has started erecting the building. Scheduled to finish with the exterior walls this week and start working on the interior portion of the building next week.

Fairview Water- Construction plans and technical specifications were submitted to the following agencies: City of Las Cruces (CLC), Doña Ana County (DAC), Elephant Butte Irrigation District (EBID), International Boundary and Water Commission (IBWC), New Mexico Department of Transportation (NMDOT), NMED CPB and NMED DWB. Project has received approval from NMED DWB and verbal approval from IBWC. SMA has made modifications to the plans and specification based on review agency comments. The construction plan set and technical specifications will be resubmitted on June 5, 2015 to DAC, NMED CPB, EBID and CLC for agency review and approval.

District 5 Wastewater PER- PER was submitted to NMED Ground Water Quality Bureau (GWQB) and NMED CPB on October 28, 2014. Comments were received from NMED CPB and SMA is currently waiting on formal comments from NMED-GWQB. Doña Ana MDWCA and SMA has reached out to NMED GWQB on a number of occasions but still has not received written comments from NMED GWQB.

Supervisory Control and Data Acquisition (SCADA) Implementation Project- NMED provided comments on the design. A new building and piping for Well #11 was added to the design since the well will be re-drilled soon. The revised construction plans, contract documents and technical specifications should be submitted to NMED for approval by June 12, 2015.

Geographic Information System (GIS) Mapping- Doña Ana MDWCA ordered two valve exercisers. As soon as they come in Doña Ana MDWCA will start the GIS mapping.

SW Transmission Ph II, Armstrong Ph II, Elks IV- Gallardo construction has completed asphalt repairs on Elks Drive and Lujan Hill. The City approved the patch on

Elks, but SMA has not received word from NMDOT as to whether or not they are going to accept the patch work on Lujan Hill. SMA will contact NMDOT again to request status. The pavement on Myles Road has not been repaired. We are still waiting to officially receive written response from Mr. René Molina to find out what will be required for the County to accept the pavement.

Paseo Del Oro Apartments- The summary of the proposed water service for the apartments will be completed and delivered on or before May 13, 2015

Railroad Crossings- SMA has compiled all the drawings, contract documents and technical specifications and will submit to Doña Ana MDWCA for review by June 12, 2015.

Executive Directors Report

Mrs. Horton Reports:

Mrs. Horton went over the budget report for the month of May 2015. Mrs. Horton discussed projections for water and wastewater sales throughout the entire Doña Ana MDWCA system and how Doña Ana MDWCA was just shy of meeting the projections due to the newer Systems in Picacho Hills and Fort Selden and not knowing the rate structure or watering habits would be. One of the other major aspects of this that Doña Ana MDWCA did not know expenses or repairs that would need to be made to the system. Mrs. Horton is happy where Doña Ana MDWCA currently stands with the new system even though there will still be some expenses that come out in the month of June 2015. Mrs. Horton is also expecting the water usage to go up during the summer months of June, July, August, and September 2015. Mrs. Horton mentioned that Doña Ana MDWCA still had grant money that has not been used due to the 2014 Audit not being completed until the end of April 2015. This caused a delay in many projects that Doña Ana MDWCA planned to use grant money to fund the projects. Overall Mrs. Horton is very pleased where Doña Ana MDWCA stands with the current budget. Mrs. Horton

mentioned that Doña Ana MDWCA Rural Infrastructure Program (RIP) Loan was approved and Doña Ana MDWCA should close on the Loan by June 30, 2015 so it will be part of the new fiscal year budget. It will also make Doña Ana MDWCA eligible for the next funding cycle.

Consent Agenda

Mr. Anderson moved to approve the consent agenda for the USDA application for Southeast Collection System Improvements as presented; the motion was seconded by Mrs. Balizan. 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.

Unfinished Business

Mr. Anderson moved to approve Resolution 2015-04 Authorizing Resolution for CI 3177 as presented; the motion was seconded by Mrs. Balizan. The Chair called for a discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Mr. Anderson moved to approve Resolution 2015-05 Authorizing Resolution for CI 3184 as presented; the motion was seconded by Mrs. Balizan. The Chair called for a discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Mr. Anderson moved to approve Resolution 2015-12 2017 Infrastructure Capital Improvement Plan as presented; the motion was seconded by Mrs. Balizan. The Chair called for a discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 5-0.

Closed Session

Mr. Anderson moved to go into closed session at 12:21 P.M.; the motion was seconded by Mrs. Trujillo. The Chair called for discussion of the motion. The Chair called for a vote of the motion; the motion was carried by roll call vote 5-0.

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 close session:

1. Real Property and Water Right Acquisition
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

Mrs. Balizan moved to go back to open session at 1:15 P.M.; the motion was seconded by Mr. Anderson. The Chair called for discussion of the motion. The Chair called for a vote of the motion; the motion was carried by roll call vote 5-0.

Mr. Melton reported that there were no items requiring action that were discussed while in closed session.

Board Open Discussion

Mr. Melton asked if a meeting had been setup with the Doña Ana County Fire Marshall to discuss fire suppression system maintenance/testing, but no meeting date has been set as of yet. Mr. Melton also expressed a concern about reported periodic short staffing levels in the office. Mrs. Horton said that at this point Doña Ana MDWCA fully staffed but that Doña Ana MDWCA may need to find another Level I Customer Service Representatives after the beginning of the new Fiscal Year.

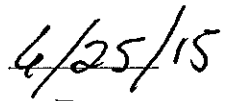
Adjournment

Mr. Anderson moved to adjourn the May 26, 2015 Regular Board Meeting at 1:32 P.M.; the motion was seconded by Mrs. Trujillo. 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.



Secretary/Treasurer

Mrs. Agnes Balizan



Date