



*Doña Ana Mutual Domestic Water Consumers Association  
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The following are the condensed minutes of the Annual Membership Meeting of the Doña Ana Mutual Domestic Water Consumers Association Board of Directors, January 25, 2017, convened at 7:00 P.M. at the Dona Ana Elementary School located at 5551 Camino De Flores Las Cruces, NM 88007:

**Call to Order:**

President James Melton called the meeting to order at 7:05 P.M. after verifying that a quorum was present.

**Proof of Notice of Meeting & Proof of Quorum:**

President Melton confirmed we have Proof of Notice and Proof of Quorum. There were 46 Association Members in attendance.

**Approval of Agenda:**

Mr. Jack Hokkanen moved to approve the January 25, 2017 Annual Membership Meeting Agenda as presented; the motion was seconded by Mr. Paul Gradwohl. The Chair called for discussion of the motion. No discussion was brought forward. The Chair called for a vote on the motion; the motion was approved unanimously by the Association.

**Introductions, Acknowledgements, & Procedures:**

Secretary/Treasurer – Dr. Kurt Anderson, District 2

Board Member – Raymond Ponteri, District 5

Vice President – Jamie Stull, District 4

Board Member – Justin Sparks, District 3 (Excused Absence)

## **Guests in Attendance:**

Executive Director – Jennifer Horton

Legal Counsel Retiring – Joshua Smith, Watson Smith, LLC

Legal Counsel Retiring – Lee Peters; Peters Law Firm, LLC

Engineering Firm – Lilla Reid; Souder, Miller, & Associates (SMA)

Colonias Infrastructure Board Member – Oscar Vasquez Butler

Past Association Presidents – Charles Huestis and Jim Robles

## **Minutes:**

Mr. Butler moved to approve the Meeting Minutes of the April 21, 2016 Special Meeting as presented; the motion was seconded by Ms. Sandy Tatum. The Chair called for discussion of the motion. No discussion was brought forward. The Chair called for a vote on the motion; the motion carried unanimously.

## **New Business:**

President Melton called for a motion for the approval of the Open Meetings Act Resolution 2017-01. Mr. Ponteri so moved with a second from Mr. Jim Hayhoe. The Chair called for discussion of the motion. Mr. Melton advised the days of the meetings have been updated from the second and fourth Tuesday to the first and third Thursday of the month. The Chair called for a vote on the motion to approve the Open Meetings Act Resolution 2017-01. The Chair asked for those who opposed; there was one. The motion carried 48-1 for the approval of the Open Meetings Act Resolution 2017-01.

## **Reports:**

**Board of Directors:** President Melton opened his report with special acknowledgement to the Association's Executive Director Jennifer Horton. Ms. Horton was featured in the Las Cruces Bulletin with a laudatory profile. We are very fortunate to have her in our organization. Ms. Horton was also selected by the New Mexico Finance Authority to make a presentation at the New Mexico Infrastructure Conference on the subject of multisource financing.

We continue to grow while upgrading the quality of our systems with ongoing projects. We have also seen an increase in our membership compared to the last few years. Transfer of the ownership of the wastewater collection system for the Village of Dona Ana is ongoing and awaits final approval by government agencies outside of the local area; currently we do not have a time frame for the transfer.

We are hoping to put some issues to rest, one being the issue of high usage reported on select individual services. The Association has a responsibility for the operation, installation, ownership, and maintenance of the water system. Each individual member has the responsibility from the output of the meter to its eventual site of utilization. The Association is not responsible for establishing what caused the high utilization, nor do we have any control over what happens once the water registers through the meter. We do have the ability to have the meters tested at the request of a member. We have also recently acquired the ability to log information in excess of 90 days prior to the date of data logging. This capability can be requested by the member; however service fees will be assessed. If the meter fails to meet the accuracy specifications once tested then the member's account will have the appropriate adjustments applied to it.

The next ongoing issue concerns the due dates for current and past due bills. All due dates are listed on the invoice. The only time the dates will change from the 20<sup>th</sup> and 25<sup>th</sup> of the month are when one of those days falls on a weekend or an Association holiday. We have had concerns with our drop box being locked at intermittent times, however the

locking coincides with disconnect day. Per policy, we will continue to lock the box at close of business day on the last business day prior to disconnect day.

The Articles of Incorporation continue to be under review. We are in the process of transitioning from the retirement of our legal counsel Mr. Lee Peters to Mr. Joshua Smith at Watson Smith, LLC.

**Litigation Report:** Mr. Peters advised at this time we only have two pending items, which are old matters. They are the case we filed against the Westmoreland's regarding water rights and the case that Moongate Water Company filed against us. Each has been tried before a judge and neither have a decision.

**Engineering Report:** Ms. Reid advised we have a quite a few ongoing projects. In 2016 we completed two planning documents for the wastewater discharge permit and the wastewater treatment plant engineering report. For 2017 we have an additional three projects in the planning stages. In 2016 we completed the design of six projects, with an additional two project in the design phase for this year. Last year we completed four projects that were under construction. Ms. Reid brought the membership up to date on Association projects for improvement to Doña Ana MDWCA infrastructure. We have had a lot going on in 2016 into 2017 with wrapping up projects and beginning new ones.

**Executive Director:** Ms. Jennifer Horton presented two service awards for employees who have reached their five year mark. Dr. Anderson then presented the annual financial report that is our current budget for Fiscal Year 2017.

**Public Input:**

Mr. Bill Wilburn requested clarification with regard to pressure regulators. Ms. Horton advised we are going to install four pressure reducing valves (PRV's) in the main lines on the streets in order to regulate pressure in the Picacho Hills area. The individual regulators that are installed on the homeowner's side of the meter are a personal choice; this would be considered additional backup, but it is not something we are recommending or discouraging. Once we get ready to bring the system online we would test section by section and notify membership beforehand.

Ms. Charlotte Winans brought to the Board's attention that after a new water line was put in they have been experiencing road deterioration. Ms. Horton advised we will go take a look to see what we can do.

Mr. Butler congratulated the Board for how aggressively the Association has been pursuing grants and leveraging the grants. He also recognized SMA for their hard work in their engineering and planning. Mr. Butler recommended we provide more announcements with regard to the leveraging and all of the work we are completing.

Mr. Floyd Geery advised in Radium Springs there was a water outage today; is there going to be any pressure testing in that area? Ms. Horton advised pressure zones are going to be created in Radium Springs, similar to what we are doing in Picacho Hills. Mr. Geery wanted to be sure District One (1) is not forgotten. Ms. Horton reassured his district will soon be getting fire hydrants, valves and PRV's.

Mr. John Valdez inquired when we will be completing sewer connections in District Two (2)? Ms. Horton advised we are in the process of working on the southeast collection, however funding is a challenge so we will have to complete this in stages.

**Adjournment:**

Mr. Geery moved to adjourn at 8:12 P.M.; the motion was seconded by Mr. Jerry Winans. The Chair called for a vote on the motion; the motion carried unanimously.

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Dr. Kurt Anderson  
Secretary/Treasurer

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Date

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