

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 23, 2015, convened at 9:03 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 9:03 A.M. and called roll:

Vice President- Jamie Stull, Present

Secretary/ Treasurer- Agnes Balizan, Present

Board Member- Kay Trujillo, Absent, Personal Emergency

Board Member- Kurt Anderson, Present

Others in Attendance:

Executive Director- Jennifer Horton, Present

Projects Manager- Abenicio Fernandez, Present

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 4-0.

Minutes

Mrs. Balizan moved to approve the Regular Board Meeting Minutes of June 9, 2015 as presented; the motion was seconded by Mr. Anderson. The Chair called for discussion of the motion. The Chair called for a vote on the motion; the motion carried by roll call vote 4-0.

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 4-0.

Board President Report

Mr. Melton reports:

Doña Ana Mutual Domestic Water Consumers Association (MDWCA) received a final response from New Mexico Environmental Department (NMED) Drinking Water Bureau (DWB) concerning Mr. Crowley's Six (6) Complaints against Doña Ana MDWCA. NMED DWB determined that there were no violations of the Sanitary Projects Act (NMSA 1978, § 3-29-7). NMED DWB made a recommendation to revise the bylaw language to clearly state that only property owners are eligible for membership. It was also recommended to define and clarify the role of Administrative Employees such as the Executive Director.

Mr. Melton solicited input from the remainder of the Board concerning what agencies might be appropriate to invited to provide input to the Board of Directors Workshop scheduled for August 12, 2015. Representation will be requested from Souder Miller & Associates, Doña Ana County Flood Commission, and Doña Ana County Engineering/Roads. He also indicated that all sources of potential funding should be

exploited to the maximum extent. Discussion topics for the August 12, 2015 Workshop Meeting will be confined to storm water drainage and protecting the Association's infrastructure.

Staff Reports

Executive Directors Report

Mrs. Horton Reports:

Mrs. Horton reported that the Doña Ana MDWCA office will be closed July 25, 2015 and July 26, 2015 for staff training in preparation of implementation of the new billing software on August 1, 2015. Mrs. Horton and Ms. Shelsea had a conference call with Tyler Technology and the Doña Ana MDWCA data set is uploaded and live as of June 23, 2015. Doña Ana MDWCA is trying to finish data review by the end of the June 26, 2015 to ensure that all of the data that was uploaded is matching and in the correct data fields. Some issues were found during the conference call that needs to be addressed before Doña Ana MDWCA goes live with the new software on July 20, 2015. Tyler Technologies will be on site at Doña Ana MDWCA for two weeks (July 20, 2015 and July 31, 2015) and the first set of billing for the new system will go out August 1, 2015. The on-line payment portal goes live on July 24, 2015. There will be a letter going out to the Doña Ana MDWCA Members regarding the new billing system. The letter will contain a mock version of what the new billing statement will look like so that the Members are aware of the changes.

Mrs. Horton also discussed all recipients of service who do not have a Request for Water Service and/or Water and Wastewater Users Agreement on file in the Association Office and will have that service interrupted on July 1, 2015. The Board of Directors instructed that any damage to the Association's property in an attempt to circumvent this interruption will be dealt with in accordance with Doña Ana MDWCA policy governing

tampering with Association's property and/or criminal charges as determined by the Executive Director on duty.

Mrs. Horton reminded the Board of Directors that the end of the fiscal year is coming up and on June 30, 2015 inventory of all fixed assets and equipment will be completed prior to completion of the workday by the Staff. The office staff (Doña Ana MDWCA) is also trying to finish up bank reconciliations before the end of the fiscal year, and the only purchase orders which have been issued since June 10, 2015 are those necessary to respond to an emergency. Mrs. Horton projected that Doña Ana MDWCA should be ready to begin its audit sometime in the month of August 2015. Mrs. Horton set up a budget workshop with Board Members for July 14, 2015 after the Regular Board Meeting for the purpose of finalizing the Fiscal Year 2016 Budget.

Finally Mrs. Horton reported the results of her investigation into having a rate study done. She requested price quotations from three (3) sources but only two (2) were responsive and she recommended that the less expensive of the two (2) respondents be selected.

Closed Session

Mr. Anderson moved to go into Closed Session at 11:00 A.M.; 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 4-0.

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

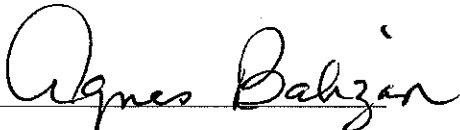
2. Litigation and Threatened Litigation
3. Limited Personnel Matters

Mr. Anderson moved to go into Open Session at 11:57 A.M.; 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 4-0.

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

Adjournment

Mr. Anderson moved to adjourn at 12:01 P.M.; 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 4-0.



Secretary/ Treasurer

Mrs. Agnes Balizan

July 14, 15
Date