



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, September 19, 2024 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

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

Vice President – Kenny Morrow, Present

Secretary/Treasurer – Brian Cox, Present

Board Member – Brian Clouse, Present

Board Member- Ralph Owens, Present

A Quorum was declared.

Others in Attendance:

Legal Counsel- Josh Smith,

Executive Director- Jennifer Horton

Office Manager- Margo Lopez

Executive Assistant- Shelby Morales (Excused Absence)

Approval of Agenda

Mr. Clouse 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 5-0.

Minutes

Mr. Cox moved to approve the Regular Board Meeting Minutes of August 15, 2024 as presented; Mr. Morrow seconded. There was no further discussion, and the motion passed unanimously by roll call vote 4- Yes, 1- Abstain (Mr. Owens).

Mr. Owens moved to approve the Special Board Meeting Minutes of August 27, 2024 as presented; Mr. Cox seconded. There was no further discussion, and the motion passed unanimously by roll call vote 5-0.

Customer Issues and Public Input

None

Board President Report

President Melton has reported he has stayed in contact with Ms. Horton and shared everything has been running smoothly and members are happy with exceptions.

Staff Reports

Ms. Horton stated financials have been provided for the month of August. Ms. Horton began to review the Check Listing and pointed out 2 large construction related checks, one to Spartan Construction, a second to Morrow Enterprises for the Southeast Collection Project. Ms. Horton pointed out a 3rd large check to the City of Las Cruces in the amount of \$273,000 for impact fees for the Southeast Collection Project, which

she stated would be reimbursed through USDA. She stated the Budget Report is as of the end of August. She stated there was revenue of \$1.5 million and expenditures of \$1.3 million for a net difference of \$183,000 in operating funds. Ms. Horton shared the Association is carrying a receivable in fund 200 (grants/loans). She further reported the potholing machine arrived and is listed as the capital expenditure for \$143,000. Ms. Horton shared the Balance Sheet is a current cash position and reported there is a fluctuation in cash from this time last year and stated it would be seen from month to month as we are on a cash basis. Ms. Horton wrapped up the financials with the Income Statements as it ties back to the Budget Reports.

Ms. Horton provided a written report for the Project Updates. She stated the Dona Ana Village Lift Station and Force Main Project has hit substantial completion. She further stated she is attempting to get the closeout documents from the contractor in order to close out the project and issue the final pay app, however, it has been challenging.

Ms. Horton reported on the Southeast Collection Project and stated it is progressing and she is incredibly pleased as the project is ahead of schedule. She stated the additional funds of \$6 million for bid alternate 2 is planned to close on October 4, 2024.

Ms. Horton reported the Picacho Hills Sewer Main Protection Project design has reached 100%. She further stated she is looking to have an Invitation to Bid so long as the bid is under \$60,000, if it is over \$60,000, she stated she may use CES to utilize the construction contract or put it out to bid.

Ms. Horton reported the PER for the East Central Collection is close to reaching 100%.

Ms. Horton stated the Water and Wastewater Master Plan has started and is in its preliminary stages as they are still working on the data gathering.

Ms. Horton reported the West Mesa Water System Design Project had the kickoff meeting and is moving along with the design.

Ms. Horton stated for the funding application she does have the \$6 million and is waiting to close on October 4, 2024.

Ms. Horton reported 2 funding applications were submitted on Monday night, one for a million dollars for a new water well in Dona Ana and the second for \$624,000 for the design and rehab for the 2 water tanks in Radium Springs.

Ms. Horton reported on subdivisions. She stated Desert Oaks Subdivision with 192 residential lots is pending the construction plans for review.

Ms. Horton reported she is still waiting on the construction plans for 263 lots for the Bueno Suerte Subdivision.

Ms. Horton reported the 9 lots in Reyes Westwind Subdivision. She stated are set for construction and is waiting on a construction schedule from them.

Ms. Horton reported on Other Matters. She stated there were no new operator certifications obtained for the month.

Ms. Horton provided a Water Rights update as of the end of August.

Ms. Horton provided the following written reports, The Customer Service Report and The Operations Reports for the Board of Directors to review.

Ms. Horton reported the Association has begun this year's audit and stated it has kept the staff busy.

Ms. Horton discussed the issues and challenges with the Vacuum Station that the staff has experienced in the last few weeks. She reported a representative from Air-Vac came down to assist with the process and reported it has been running better.

Ms. Horton further reported Rancho de Gallo's system went down 3 weeks ago. She stated operations, pulled apart the pumps, cleaned them and put them back together. Ms. Horton stated the system has stabilized after a second round of cleaning and putting them back together. She continued to state that a new pump will arrive next week and shared the other 3 pumps will be sent to El Paso to have them rebuilt one by one.

President Melton inquired about Casa de Oro. Ms. Horton shared they have done a rehab on their side that has helped but believes it to be a short-term resolution and stated the problem is they have a 2-inch force main and too much volume for a hospice facility. She further stated the buffer tank is not built to Air-Vac standards, therefore, resulting in further issues.

Ms. Horton reported on Well issues. She stated Well 12 was pulled in Picacho Hills for repairs due to a wiring issue to the motor. She stated it will be put back online late next week. She further shared Well 15, located at the corner of Fairway Village, has continued to blow the same fuse repeatedly and stated she believes it is on the El Paso

Electric side, however, she continued to state they do not monitor the power. Ms. Horton further stated it is intermittent and occurs at the same phase.

Ms. Horton shared with the Board of Directors the staffing challenges the Association has been facing. She discussed the entry level pay for staff in Operations and further discussed the turnover rate in Operations vs the Administrative Department. Ms. Horton continued to discuss the wage rates and what it may take to attract quality candidates and to build retention. She shared other entities are facing similar challenges and shared some feedback that she received from them. She further stated that she would be recommending a change to the PERA contribution in Unfinished Business, Resolution 2024 – 14 to assist in putting more money in the staff's pocket but continued to state that she did not believe that alone would resolve the problem of turnover, however, it would be a start as she would still like to work on an increase in wage rates for the Operations Department. She believes with the PERA adjustment along with an increase in wages may be the combination to build retention and gain quality candidates in order to stay competitive. Further discussion ensued.

New Business

None

Unfinished Business

Mr. Cox moved the Approval of New Members New Meters; the motion was seconded by Mr. Morrow. The Chair called for discussion of the motion. There was no further discussion, and the motion passed by roll call vote 5-0.

Mr. Cox moved the Approval of Resolution 2024 – 12 WTB Application Tank; the motion was seconded by Mr. Clouse. The Chair called for discussion of the motion.

Ms. Horton stated this is the resolution that was previously approved at the last board meeting, however, Ms. Horton stated that she included the wrong amount of \$623,000 as she misunderstood the amount provided was only for one tank not the two, she proposed in the application. She clarified that this resolution is the same resolution previously approved with the modified amount of \$650,000 to cover both tanks. She further stated that she did reach out to the Water Trust Board (WTB) agency to advise of the error, and they agreed to allow her to submit the application to cover the rehab of the 2 tanks in Radium Springs inside and out and to cover the lead abatement with the modified amount. There was no further discussion, and the motion passed by roll call vote 5-0.

Mr. Cox moved the Approval of Resolution 2024 – 14 PERA; the motion was seconded by Mr. Morrow. The Chair called for discussion of the motion. Ms. Horton stated this ties back to the staff report previously discussed and it is her recommendation for approval to assist with the staffing challenges and allow the staff to take home more money, in efforts to build retention. She stated it will impact the budget by \$100,000. She suggested that it come out of the meter project and push the meter project out an additional year. Ms. Horton shared that PERA stated they have seen more of the smaller entities go to this in the last 10 years due to staffing challenges. There was no further discussion, and the motion passed by roll call vote 5-0.

Mr. Morrow moved the Legal Services with Stelzner, Winter, Warburton, Flores & Dawes, P.A.; the motion was seconded by Mr. Cox. The Chair called for discussion of the motion. Ms. Horton stated Mr. Smith is leaving October 1st and the Association needed to have a legal firm in place. She stated this firm only represents local governments. She further stated they currently represent the City of Las Cruces


Utilities, Albuquerque, and Bernalillo Utility. Ms. Horton shared they have multiple members in their firm that specialize in various things, such real estate transactions/easements, regulatory/EPA/Environmental, general business practices, HR and more. Ms. Horton stated the contract is to retain this firm through the fiscal year (end of June) or up to \$20,000, whichever comes first. She further stated this will allow some time to make sure this is the best fit for the Association or if there will be a better option based on an RFP process. Ms. Horton provided their rates for the Board of Directors to review. There was no further discussion, and the motion passed by roll call vote 5-0.

Board Open Discussion

None

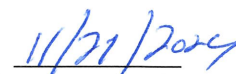
Adjournment

Mr. Morrow motioned to adjourn at 4:15 p.m., with a second from Mr. Owens. The motion passed unanimously 5-0.



Brain Cox

Secretary/Treasurer



Date