

## **PAMDWCA BOARD MEETING MINUTES – March 19, 2015**

The meeting was called to order at 7:08 PM

There were 4 Board members in attendance: Allan Phillips, Mark Johnson, April Matthews and Bob Garrett, Also in attendance were Donna Dunivan, bookkeeper and Linda Davila, meter reader

Quorum proved.

The agenda was approved.

Minutes were approved.

**Bookkeeper's Report:** Approved as submitted with addendum. The board agreed unanimously that there would be no exceptions to late fees.

**Treasurer's Report:** Approved as submitted.

**Certified water Operator's report:** Approved as submitted.

**Vice-president's Report (by Bob and Allan):** There appeared to be a leak in front of the old courthouse cabin it continued for several days to a week. They dug where the leak appeared to be and there was no leak. The water leak was from the cistern overflowing. In the future we will check for chlorine in water before digging.

### **Business:**

#### **Mandated agenda items:**

1. Report of accumulation of any excess funds - Mark Johnson stated that we have no accumulation of excess funds.
2. Review of Operations Policy – There are no changes to the operations policy.
3. Notification of current # of Connections by April 1 – 136 to be done by secretary to Alex Brown

#### **Non-mandated agenda items:**

1. Letters from Members re: Rate and Amin Fee Increase – Two letters received Mark contacted both people and resolved the issue
2. Search for 5<sup>th</sup> board member - The search continues for a 5<sup>th</sup> member and some in reserve as some peoples terms are up this year
3. Official designation of purpose for our reserve funds e.g. as - Operation Reserve and Capital Improvements Reserve (Bob to explain) – Bob spoke of labeling our funds to clearly designate that funds are reserved for a designated purposes. We use standard rules of accounting.
4. Time limit requirement for Minutes to be available - Draft minutes to be available within 10 days of meeting per NM Open Meetings Act it was confirmed that the secretary would try to meet these deadlines
5. A VOC report will be run in April.
6. A utility billing system for New Mexico was sent to Bob and Mark said he would look at it.

**Next meeting date** –June 18, 2015 at 7:00 pm