

Pinos Altos Mutual domestic Water consumers Association

January 18, 2017 Meeting Minutes

The meeting was called to order at 7:05 pm by Bob Garrett, President. A quorum was present and the meeting notice was posted.

Those present were Bob Garrett, President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer; April Matthews, Office Manager/Bookkeeper; Linda Davila, Meter Reader; and Shay Lane, Secretary.

The **agenda** was approved as written.

Minutes of the previous meeting on November 17, 2016 were approved, moved by Allan and seconded by Becky.

The **Bookkeepers Report** was emailed to everyone and was accepted as written.

April reported that Account 73 has not been paid since September and owes \$321.05. Discussion about if it is time to lock out the meter. There have been three certified letters send and all returned undelivered. Bob and Allan will lock on Friday. All present agreed it was appropriate to lock the meter at this time.

Most past due members pay within 10 days of the due date. Everyone looked over the Past Due letter into which April must enter and calculate the totals. Comments were made that a simple Past Due form letter that could be sent with the bill would be good.

April checked into the online bill pay options and it would be very difficult as a secondary company does the processing. It would be too much work and be too expensive.

Treasurer's Report – Becky passed out Budget Comparisons to read over.

The End of Year Budget Actual shows Total Income under by \$3,417.83. Total Expenses were under by \$882.98 and the Change in Cash actually increased \$2,534.43 without the Depreciation.

Becky has completed the payroll reports for the end of year except for the W-2, 1099, W-3 and 1096, which she will have done by the end of the month.

Bob asked about the Workman's Compensation Insurance as we don't currently carry this on April or Linda. No one knew if the Board was required to carry it, Becky will check into the cost and availability. Pat Campbell Insurance in Las Cruces is who currently carries our liability insurance.

Certified Water Operator Report – Mark emailed the latest test results, no Coliform, no bacteria. The report also shows total dissolved solids, or hardness.

VP/Operator Report – There are no major leaks. The last water loss amount was the same percentage as last month, just on less volume. The Century Link phone line install on Norton was done very well.

Mandated Business –

Review of Operations policy – Bob has updated and is complete.

All the end of year tax forms will be filed on time, as soon as they arrived.

Report of Accumulation of Excess Funds – no one knows what Excess is and what we have now is a small overage, not excess.

Non-Mandated Business –

Insurance Renewal is due by the end of January. Bob will not know the amount of the renewal until just before the renewal is due.

Training Opportunities – Bob, Mark and Allan have taken classes. The rest of the Board are looking into taking classes, some are free and some have fees. Becky, David and Shay are planning to take a class in Las Cruces in April.

Report and discussion of bookkeeper hours – Donna had estimated that she spent 20 to 30 hours a month doing the job. April is spending 30 to 40 hours, not including time to go to the post office box in Silver or to the bank for deposits. April is doing the work as fast as she can, but there is more work to be done than anyone thought. Donna thought she was underpaid, but never said anything. The current flat fee needs to be reconsidered at the August Board meeting where discussion about a raise of wage will be discussed. April needs to start paying herself for mileage now.

April will get prices for a new computer again and the Board will discuss at the March meeting. The tablet purchase will wait since a new computer is the priority now. The tablet and software will be \$1,000. April has been downloading upgrades.

When a new computer is purchased, April will need to be paid to install the software and transfer the data. Everyone agreed we should purchase the new computer and work towards the tablet purchase.

Information on “811 Dig” notices – Bob thinks these are very inefficient. Water is marked in Blue by Bob or Allan, all the other utilities are marked in different colors by the individual utilities and their information is not always correct. When anyone calls for a “blue stake” before digging, we mark the water lines. If they hit what we marked, they pay for repairs. If we mark incorrectly and they hit the water lines, we pay for repairs. The maps are very old but marking the water lines is our responsibility. The Board pays to be notified and we are charged by how often we receive notification.

The next meeting will be Wednesday, March 15, 2017.

At 8:05 Shay motioned to adjourn the meeting, Allen seconded.

These Minutes submitted by Shay Lane, Secretary.

