

# Pinos Altos Mutual domestic Water consumers Association

## May 17, 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; David VanAuker, Member At Large; April Matthews, Office Manager/Bookkeeper; Linda Davila, Meter Reader; and Shay Lane, Secretary.

The **agenda** was approved as written, moved by Becky and seconded by David.

**Minutes** of the previous meeting on March 16, 2017 were approved, moved by David and seconded by Shay.

**Bookkeepers Report** - April stated there was really nothing new to report. The payments have been coming in late from the Post Office.

April has completed the replacement of the new hard drive in the computer and is storing the old one in the storage container. Bob and April both have keys, if anyone ever needs to look at records or anything stored.

April reminded us that as she is not a Board member, when we want her included in e-mails to add Bookkeeper as a second contact. Becky asked that everyone be better at responding to e-mails sent by everyone else, so the sender knows if everyone received the message.

Water loss is staying consistent at 10% to 11%. It is probably the meters reading a little short for half the loss.

**Treasurer's Report** – Becky filed the Quarterly Payroll Reports.

Becky filed the 990 Non-Profit tax return in February. We got a letter from the IRS requesting a Schedule A but as we are a 501 C 12 we don't need to do this. The IRS requested a copy of the Tax Exempt Determination Letter from 1991, which they issued, as they request a copy every few years. Becky had everything returned to the IRS by May 11<sup>th</sup>, so the return will be timely.

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

**VP/Operator Report** – There are no major leaks. Allen flushed all the hydrants on Easter weekend, no problems, but there was some rust.

## **Mandated Business –**

990 EZ to IRS – discussed above under Treasurer

Review of Training questions on Procedures and Policies:

Becky will have the comparison of P & L to Budget for July meeting. She checked and decided to do Mid-year and end of year. There was a motion to compare in July instead of June by Shay, seconded by Becky.

Mark will submit HAAS sample, Bob will call to remind him.

April sent the CCR (Consumer Confidence Report) to all members of the Board and will mail to all Association members. April will submit to Aaron Beckwith for approval before sending to Association. This is a yearly report and is on our mandated events for May and June

The website needs to be updated. April will do updating and submit to Bob, he will forward to Mark with any other updates.

Discussions about who did what before and who is doing what now.

The July Lead & Copper Sample is not due until 2018. Each Board member, and any Association member who wants to, will take a sample of the water from their inside tap and submit for testing. We have never had a positive return. The system is PVC pipe, not copper. The Board must test every three (3) years and submit at least 5 samples.

Shay will send the letter to Robert Esqueada the first week of July with active accounts in our system.

Currently the Operations Policy states that when a member is delinquent and have had the water turned off, they must pay the \$500 reconnect fee and all past due fees to get water turned back on. Questions were raised about what happens if someone purchases a property with delinquent bills: would they just pay a \$25 new application fee or have to pay the \$500 reconnect fee? Would the new buyer be responsible for the past due bills? Or should the Association place a lien on the property so the past due fees would be paid from Escrow on the sale of a property? If a Member is seriously past due should the Association place a lien against the property until it is paid? David thinks a lien would be filed at the County Courthouse. This will be discussed again after Bob does some research.

Currently the next meeting date is Not on the monthly bill. April thinks if she took one of the phone numbers off the bill, that could be added in it's place. There was a letter sent to all Members stating when the meetings would be, but the meetings have been changed from Thursday nights to Wednesday nights. April will try to put next meeting date on the next bill and report back how that goes.

We do have a Sampling Plan, it is available on the website of NMED and shows out test results.

Sanitary Survey – Aaron Beckwith – we answered yes to the question if we have a Info List

Membership Book - Becky would like to create a binder of all the current documents for each Board Member. She will compare what she has, what Bob has and what the Members suggest. Any Association member who requested a copy should be able to get it or they can download most information from the website.

RCAP – Rural Community Assistance Partnership – there have something titled “A Drop of Knowledge: The Non-Operator’s Guide to Drinking Water Systems” Members can download at [www.env.nm.gov/dwb/tools/index.htm](http://www.env.nm.gov/dwb/tools/index.htm). This mostly relates to waste water and only the last 10 pages apply to us.

We collect the 5% Gross Receipts Tax and April reports and pays this monthly. The Water conservation Fee of 3 cents per 1,000 gallons of water produced is not something we collect or pay, it is the responsibility of the Town of Silver City as they are the “water producers”. We just buy water from them.

Audit and tiered financial report - The Board has decided we do not want to do an audit at this time, as reported from previous meetings. They are very expensive in time and cost. We will eventually be forced to do an audit and the cost will be passed on the all Association Members.

Training for Board members – New members should have 12 credit hours in the first two years, every member is supposed to have 2 more hours every year. In the past, there have been no training classes available, but now there are no-cost classes and on-line classes. Each member is responsible to obtain training. Bob and Allan have both had training, Becky, David and Shay just got 6 credit hours each and Becky is going to another training soon.

Tiered Financial Report - We are not currently submitting our budget to the Department of Finance and Administration, nor the quarterly reports. If we do submit them, it will probably trigger an audit.

Mission Statement – this could be taken from our Articles of Incorporation.

Operations & Maintenance Policy function as our Rules.

Term of Existence for Association - The Articles state that the life of our association is “in perpetuity”.

Insurance – We currently have General Liability, property insurance for the system and Workman’s Comp on the two employees; April and Linda. Bob will look into Errors and Omissions, coverage to protect April and Linda from lawsuits from members, insurance coverage for employee’s vehicle use for Association, or if the Association should be listed as an Additional Insured on the employees policies, and possibly a Surety Bond. This will be discussed at the next meeting.

Open Meeting Resolution – We will adopt one at the next meeting and then yearly at the annual meeting. We do post the Agenda at the Fire Station and the meetings will be on the

bills in the future. Bob will be sure we are following the State Attorney General's minimum advance notice in the future.

Becky discussed the recommended financial savings be detailed as:

Emergency Reserve – \$15,000 - enough to cover our most expensive part, the pressure relief valve

Capital Improvement Reserve - \$70,000 +/-

Operating Reserve - \$15,000 – enough to cover two months of costs

Debt Reserve – currently zero, but whatever would be required if we get a grant or loan

This is all in one savings account, but will be shown in the future on individual lines on the budget and P & L.

Water Audit for loss and billing. Becky will send to Bob and he will check on this.

The next meeting will be Wednesday, July 19, 2017.

At 8:35 Shay motioned to adjourn the meeting, David seconded.

These Minutes submitted by Shay Lane, Secretary.