

# Pinos Altos Mutual domestic Water consumers Association

## July 6, 2017 Meeting Minutes

The meeting was called to order at 7:08 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 Shay and seconded by David.

**Minutes** of the previous meeting on May 17, 2017 were approved, moved by David and seconded by Allan.

**Bookkeepers Report** - April stated there was really nothing new to report. The storage fee through July 12<sup>th</sup> and is on Bob's credit card. April will go down and switch the payment to annual so she can write a check.

There were twenty-two (22) late water payments that she sent late fee letters to. We still have 136 active connections and 138 total. No new connections in two years.

Water loss is staying consistent at 11%.

**Treasurer's Report** – Becky prepared the budget comparisons for a 5 month period instead of 6 months as our meeting was early this month. We are actually very close to our budget numbers.

For the Income, the water billed is low, but it had not been hot for the first months billings. In July & August, the billings will go up.

For Expenses, it is the same as water billed, water purchased is also low. Insurance is over budget because we added Workman's Compensation insurance on the payroll and this may balance out over the year's budget. Legal is over, but that was for updating the Assoc. documents and should be all the cost for the year. Office includes the new hard drive and Water Sampling will be coming in soon. Overall, it looks good.

Becky went to a rate setting training and they recommend calculating your admin fee by the annual fixed costs. There was discussion about what fixed costs were. At the November meeting we will discuss the budget and will analyze fixed costs then.

**Certified Water Operator Report** – Mark performed the Disinfection Byproducts HAA Report where they use chlorine to separate stuff in the water. This test is done annually, Mark emailed the latest test results, no Coliform, no bacteria.

**VP/Operator Report** – Allen reported the maintenance costs are low with no major leaks to repair and by checking and maintaining the system, it is paying off.

**Mandated Business –**

The Consumer Confidence Report is done.

The Lead and Copper samples will be collected by the board members on the same day and picked up by Bob and turned in. This was last done in 2014.

Shay will notify Robert Esqueda with the Town of Silver City Utilities Dept. of the current number of connections (136). Shay will give a copy to Olivia Britton, the head Utility Billing person.

Bob will collect and submit the TTHM sample to the state lab at the same time he sends the Lead and Copper tests.

Bob will send out notice for the annual meeting, which will be on September 20<sup>th</sup> and is a pot luck. Bob will provide meat and plates, Allen beans, Becky and Shay dessert, Linda enchiladas, April veggies and drinks, Shay veggies and David appetizers and salsa.

**Non-Mandated Business –**

Check writing issues – April will return all incomplete checks to the customer with late fees and letter. This month's bill had new language on it.

Progress on updating documents Becky put together manuals with all the current documents except the Articles of Incorporation and Bylaws which she will have ready for the September meeting. April converted documents from Adobe to Word as we have no original documents in a format that can be updated. We need a Mission Statement and an Open Meeting Resolution for the September meeting.

Everyone needs to check the Introduction, Operations, Maintenance and Emergency Policies and Forms for needed changes or updates.

Progress on updating Website – Mark needs to come to the November meeting to discuss needed updates. Board will discuss ideas for updates at September meeting.

Candidates for Board Election in September – we need a new President.

The next meeting will be the Annual Meeting on Wednesday, September 20, 2017.

At 8:25 Allan motioned to adjourn the meeting, Becky seconded.

These Minutes submitted by Shay Lane, Secretary.