

Pinos Altos Mutual domestic Water consumers Association

November 15, 2017 Annual Meeting Minutes

The meeting was called to order at 7:00 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; and Shay Lane, Secretary.

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

Minutes of the previous meeting on September 20, 2017 were approved, moved by David and seconded by Allan.

Bookkeepers Report - April emailed financial reports for the months of October and November to all Board members, with the amount of late notices and certified letters sent each month.

The new property owner at 12 Los Pinos, Timothy Pugh submitted an application for Association Membership with a deposit. Shay moved that we accept Mr. Pugh as a new member, Becky seconded, all approved.

For the last 3 months someone has sent in a post-dated check to pay their water bill. Discussion was how this is not legal, for them to write or for us to accept. It was recommended that April return the checks with a note as to the illegality of this.. They will be charged a late fee for non-payment on their account for the month.

Several people have been short-paying their bills. They are getting letters and late fees.

April will post in the Community Bulletin Board online about these two issues.

Treasurer's Report – Becky will discuss under Mandated Business later in the meeting.

Certified Water Operator Report – Mark sent samples and the reports returned the following:
October was negative for coliforms, and Chlorine residual 0.33 ppb
November was negative for coliforms, and Chlorine residual was 0.27 ppb.

VP/Operator Report – Allan reported no new leaks. He just completed flushing all the hydrants and will do this again in April.

Executive Session - At 7:15 PM Becky motioned that we adjourn for an executive session. Allan seconded, motion approved. April stepped outside.

The board discussed personnel matters and wages. New payroll rates will increase as of January 1, 2018. We reconvened the regular meeting at 7:35 PM and April rejoined us.

Mandated Business

Becky prepared the P & L budgets to compare the first 10 months of the year and estimate costs for the entire year. Discussion was held on budget items over or under budget and to set the 2018 budget. Becky will work with April to combine the line items for Operations and Maintenance. We also increased the lines for wages and benefits.

April had checks to be signed for any security deposit refunds.

Allan reported that the defective PRV will be \$4,000.00 to repair with J & S for parts, install and warranty. This helped to determine the amount needed for the Operations and Maintenance line for next year.

Becky moved that we should not have any rate increases for the 2018 year for Association Members, Shay seconded, motion passed.

Shay moved to accept the 2018 budget as discussed and recommended, Allan seconded, motion passed. Becky will update and email to everyone.

Non-Mandated Business – Allan explained to the board about the need for the purchase and replacement of the PRV or pressure relief valve. There was a very large price difference between the two options and the board agreed that the cheaper PRV would suit our needs. Shay moved that we accept the proposal from J & S to replace the PRV for the \$4,000.00 quote, David seconded, motion passed. Bob will sign the proposals and give them to J & S tomorrow.

Delinquent Accounts – April reported that our current policy is to charge \$5.00 per month for late fees and after 60 days they get a certified letter detailing the charges and fees. If the account is not paid after another 14 days, we disconnect the service. Usually someone on the board attempts to speak to the customer before we disconnect and April can allow them to make payments to catch up, but this isn't in our policy. We do have a policy to turn off water at the meter and if necessary, place a lien.

All board members were asked to review the Town of Silver City Utility Billing Department Policies to discuss at the next meeting for possible changes and/or updates to our policy.

Discussion was held about how to get a new President, as Bob does not want to continue in this roll. Questions were asked about exactly what the President does, so Bob tried to identify some of his duties:

- Home visits for past due accounts or water leaks

- Makes 1 call a month on Board business

- Researches grants when needed

- Contracts for insurance

- General paperwork

- Generates Agenda for meetings, posts

- Maintains keys for shed, PRV, fire station and bulletin board

Discussion as to whether April could serve as bookkeeper and President, Bob will look into this. And could anyone on the Board ask neighbors to join the board.

The next meeting will be on Wednesday, January 17, 2018.

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

These Minutes submitted by Shay Lane, Secretary.