

Pinos Altos Mutual domestic Water consumers Association

January 16, 2018 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 and Linda Davila, Meter Reader.

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

Minutes of the previous meeting on November 15, 2017 were approved, moved by David and seconded by Allan.

Bookkeepers Report - April emailed financial reports for the months of November and December to all Board members.

April reported that there are issues with the lost product report that she believes is the result of last month's water meter reading. She suggested that we leave it and see if it fixes itself in the next month or two, the board agrees.

There were many late notices and certified letters sent, but everyone paid something against their bills.

Treasurer's Report – Becky distributed the end of year Actual Budget for review. The Association is a small amount positive in cash, but not when the depreciation is calculated. The Board approved the Budget.

Certified Water Operator Report – Mark sent samples and the reports returned the following:
December was negative for coliforms, and Chlorine residual 0.37 ppb

VP/Operator Report – Allan reported no new leaks. J & S Plumbing installed the new PRV as approved last meeting and there are no noticeable leaks. Allan observed the pressure before and after the PRV was installed and noticed it was the same. Mark Johnson still reports pressure problems, so Matt from J & S Plumbing will be up tomorrow at 8:00 am to check the PRV. Matt was checking with the manufacturer of the PRV to see if there were settings that needed to be changed. Allan hopes to resolve the issue tomorrow.

Mandated Business

Bob reviewed the Operations Policy and saw nothing that needed updating, except maybe including that the Board review the Maintenance and Emergency Response Policies annually.

The website still needs to be updated with the approved Fee Schedule. April has requested this from Mark, Bob will check with Mark to see if it can get completed.

W-2's and 1099 Contractors – Becky looked through the payments made during the calendar year and did not see any 1099 requirements, except possibly J & S Plumbing. April will call them to get a Federal Tax ID number and see if they are subject to the 1099 rule and report back to Becky. Becky completed the W-2's and distributed to April and Linda at the meeting.

Accumulation of Excess Funds – Bob read all the requirements and no one understands exactly what the value of excess funds is as it is ill-defined. Everyone on the Board agrees that there are not excess funds but agree that Becky and April need to create a Asset line in our Budget titled “Capital Reserve Fund”, per training that Becky, David and Shay attended. The funds that the Association is holding for future repairs and maintenance need to be re-categorized here. Becky moved that the Board accept there are no excess funds to distribute back to Association members, David seconded and the Board approved.

Non-Mandated Business

Bob reported that the Association carries the recommended insurance. He will submit the end of year approved Budget, Profit and Loss and the number of connections to the carrier. The annual fee is approximately \$1,200.00.

New Mexico Rural Water bills us annually to attempt to get associations to pay them for mandated Board training, we will not pay them as the State now provided training for free.

Shay led discussion of comparing the Association's billing and payment practices with the Town of Silver City Utility Billing Department's policies and the Board agreed to make the following changes in the Association language:

Membership Application – “The transferring Member must file a notarized **or recorded** form showing such transfer.”

Use of Water – “It is each member's duty to maintain **their** plumbing system...”

Water Service and Billing –

Add new paragraph “**No post-dated checks will be accepted. Any check which is not filled out completely will not be accepted. For post-dated or incomplete checks, late fees may apply.**”

Add new paragraph “**If Member does not receive the monthly bill, it is their responsibility to call the Association to inquire about their account. If you have a new phone number or e-mail address, please notify the office so we can include it in our files. All Member information is kept confidential and not shared.**”

Fees and Charges – Add line at the bottom under NSF Fee “**Legal Fees incurred by the Association in relation to collecting any outstanding fees may be charged to the Member who's account is delinquent.**”

After all Board members have had to opportunity to adjust the above suggested language, formal approval of changes will be at the next meeting in March.

Discussion as to whether April could serve as bookkeeper and President, Bob checked and it is technically legal but would present problems when discussion of wages and some other topics are on the Agenda. At this time, April is not able to serve as President, so the topic has been tabled.

The next meeting will be on Wednesday, March 14, 2018.

At 8:15 David motioned to adjourn the meeting, Allan seconded.

These Minutes submitted by Shay Lane, Secretary.