

Pinos Altos Mutual domestic Water consumers Association

March 13, 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; April Matthews, Office Manager/Bookkeeper; and Shay Lane, Secretary and Linda Davila, Meter Reader.

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

Minutes of the previous meeting on January 16, 2018 were approved, moved by Allan and seconded by Becky.

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

April looked into using PayPal to accept payments from some people. She reported that if people say they are "friends" there is no fee, but otherwise the fee can be up to 10%, which the customer would have to pay. April said we can have a written policy instructing customers how to use PayPal and making it clear about any fees being their responsibility. Shay moved to have April write this policy to be reviewed and voted on at the next meeting. Allan seconded, all approved. If this policy is approved, it would need to be added to the Operations Policy.

April reported that there are still issues with the lost product report and we have a negative water loss. Bob will call Robert Esqueda at the Town of Silver City Utilities Department and have the main meter recalibrated.

There is one customer who is very late and won't pick up a certified letter if April sends it, so she hasn't. Bob will contact the customer.

Lot 41 sold and the final bill was not paid. The Association will have to write the bill off as a loss.

There was discussion about new members/transfers of memberships as it is impractical for a new property owner to wait up to two months to be approved by the board at the regular meetings. It was decided to add language to cover this.

"For assumption of new membership, the Bookkeeper/Office Manager has authority to start service once the deposit and all required paperwork are received, contingent upon the Board voting and approving membership at the next scheduled or emergency meeting."

This language will be voted on at the next meeting, and if approved, will be added to the Operations Policy

Treasurer's Report – Becky did have to send a 1099 to J & S Plumbing. She could not do it online so she ordered forms from the IRS but then got 1099 and 1096 forms and submitted them.

Becky also filed the 990 Tax Return even though it isn't due until May. She also filed the State Annual Non-Profit Report and the \$10.00 annual fee. April will need copies of all Tax Forms and Reports to be scanned for the records.

Allan moved the Board approve the financials for February and March; the Bookkeepers Report and the Treasurer's Report. Shay seconded, all approved.

Certified Water Operator Report – Mark sent samples and the reports returned negative for coliforms, and Chlorine residual 0.12 ppb, 195 ppm total dissolved solids.

Mark would like to attend training for the Samplers Certification. Shay moved for the Board to pay costs for this to happen, Allan seconded, motion approved.

VP/Operator Report – Allan reported a leak on Burro Trail at Lot #8. The meter was running and full of water. Allan tried to reach the owner and left a message that the water is still running.

There is a wet spot on Bear Creek Road which is a catch basin for runoff and is okay.

Mandated Business

The report to Silver City Financial Director for the number of water connections is due by April 1, 2018, Shay will get this report completed and turned in to Alex Brown.

The CCR is due to be sent out by June 30th. Norma Ramirez from the Town of Silver City Utilities Department sent the paperwork to April. Bob will assist April to complete and file this.

Non-Mandated Business

Both Shay and April sent documents to Mark to be updated on the website. Bob will send the Agendas. Once the Operations Policy is updated again, Shay will send to Mark also.

Allan led discussion about payment for work performed by Operators or Contractors. It doesn't happen often but we need to have a policy for this. The following language was approved:

“If any person is hired as an Independent Contractor for an hourly wage, they must submit a W-9 and an invoice for hours worked and the hourly wage. The Treasurer and Bookkeeper will determine if a 1099 is to be filed at the end of the calendar year. The Bookkeeper can approve invoices for payment up to \$250.00.”

Shay moved that this language be added to the Operations Policy, Becky seconded, all approved.

Policy/Procedure for Locates has been drafted by Bob. This is when NM 811 is called to locate our water lines and meters prior to digging. This Policy for Locate Requests will be added to the Maintenance Policy. Shay motioned and Becky approved, all approved.

The next meeting will be on Wednesday, May 16, 2018.

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

These Minutes submitted by Shay Lane, Secretary.