

# Pinos Altos Mutual Domestic Water Consumers Association

## May 16, 2018 Meeting Minutes

The meeting was called to order at 7:03 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; Shay Lane, Secretary; David VanAuker, Member at Large and Linda Davila, Meter Reader.

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

**Minutes** of the previous meeting on March 13, 2018 were approved, moved by David and seconded by Allan.

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

The policy for PayPal use has been tabled, April will write this when she has time. If this policy is approved, it would need to be added to the Operations Policy.

April reported the lost product report still has negative water loss of about 5%. Bob did call Robert Esqueda at the Town of Silver City Utilities Department but we don't know if they recalibrated the main meter or not.

The following language was approved to be added to the Operations Policy: "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." Motion to approve by David, Allan seconded, all approved.

**Treasurer's Report** – Becky filed the quarterly payroll tax reports, otherwise nothing is new.

**Certified Water Operator Report** – Mark sent samples and the reports returned negative for coliforms, and Chlorine residual 0.37 ppb, 197 ppm total dissolved solids.

**VP/Operator Report** – Allan showed the Board a new tool he purchased for \$60.00 called a "Suck Tube". He will use this to get water out of meter boxes or anywhere there is water that needs to be removed efficiently and quickly.

Allan flushed the hydrants in April and reported that on Rock Street and the small hydrants on the "dead end of the lines" were very dirty with black stuff and rust. There can also be bacteria accumulating here. Allan recommends that we flush the hydrants more often as it only takes him about 2 hours to complete this. Shay motioned that we set the schedule to flush hydrants at once every quarter, David seconded, the motion was approved. Bob will change the Maintenance Policy to reflect this change.

## **Mandated Business**

Shay did send the report to Alex Brown, Silver City Financial Director for the number of water connections on March 30, 2018.

The CCR is due to be sent out by June 30<sup>th</sup>. April will send the report to the Dept. of Environmental Health. April will ask her contact if it is acceptable to post the approved report on the website and put a note on the next water bill to inform Association Members that it is available online or by calling a Board Member for a hard copy. April will inform the Board if that is acceptable, or if she needs to mail a hard copy to every Association Member.

The 990 EZ was sent in February.

Member Accountability Report – Bob will call and find out who to send the report to, and then send it.

HAAS Sampling – Mark will complete this in June and submit the results to the Board when they are received.

Shay has the report prepared to submit to Robert Esqueda, Director of the Silver City Utilities Department, informing them there were zero new accounts in the last Fiscal Year. This will be submitted on July 5, 2018

## **Non-Mandated Business**

Association Member #12 has not been paying the bill. Cash was given to Bob, but it was not enough to clear the outstanding balance. April will watch the account and send late notices if necessary. The Board will discuss shutting off the water to #12 at the next Board meeting.

Possible Consumer Complaint – Association Member #134, 136 & 137 has a water leak on their side of the meter that has allowed water to flow under Highway 15. He is working on the repair, but refuses to pay the outstanding, late bills. If he doesn't pay, the Board will approve shutting off water to meter #134 in 6 to 8 weeks.

The Association Policy Manual clearly states that if a leak is on the Member side of the meter, it is the responsibility of the Member to repair and to pay for water lost from the leak. If the leak is on the Association side of the meter, the Association pays for the repairs and the loss of water.

Announcements – Bob, Mark, David and Shay are all working on bringing potential Board Members to upcoming meetings.

The Gila National Forest signs Land Use Agreements with whatever party can supply water at the time they need water for a fire. We allow them to use the Association water from the hydrants. We bill them and they pay for the water. Everyone on the Board agrees that the Forest Service SHOULD use whatever water they need when fighting fires in and around the Pinos Altos area. April suggested being sure that the Forest Service had phone numbers of all

Board members so they can be called to sign a land use agreement should a fire emergency arise.

NM 811 – Their Manual should be added to our Board Manual Book for reference. Bob will give Justin a current map of the Association water system to refer to when they get “locate” calls.

The Grant County road crews are calling in NM 811 “locates” every time they come up to grade the roads. The new grader operator has been very responsible, watching for meters and such.

The next meeting will be on Wednesday, July 18, 2018.

At 8:10 Shay motioned to adjourn the meeting, Allan seconded.

These Minutes submitted by Shay Lane, Secretary.