

Pinos Altos Mutual Domestic Water Consumers Association

November 14, 2018 Meeting Minutes

Meeting was called to order at 7:03 by Shay Stark-Lane, Interim President. A quorum was present and the meeting notice was posted on 11/06/18 at the PA Firehouse.

Those present were Shay Stark-Lane, Interim President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer, David VanAuker, Member at Large, and Linda Davila, Meter Reader. Chris VanBuskirk, Secretary and April Matthews, Bookkeeper were absent.

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

Minutes of the previous meeting on September 19th, 2018 were approved, moved by Becky and seconded by Allan, all approved.

Bookkeeper's Report – April e-mailed the financial reports for September and October to all Board members.

As April would be absent from the meeting, she sent the Board an e-mail, which Shay read to everyone. April has talked to the Arenas Valley Water Association on how they handle realtors, transfer forms and past due accounts at escrow. April is requesting that the website have clear instructions for realtors and new owners on how to be added to the system and transfer information. Everyone decided to table this and discuss at the next meeting.

April requested clarification for mailing invoices and notices to account owners or their appointed representative. Discussion was that as long as we have a permanent record of the Association Member and property Owner, it is okay for April to change the mailing address in the billing system to reflect an appointed representative, again with the information received from the Member/Owner. It will remain the responsibility of the Member/Owner to notify the Bookkeeper of any change of addresses. Maybe April can prepare a form that can be uploaded to the website and available to Member/Owners for future use.

April is questioning how long we need to keep the stub portion of the monthly invoice when returned by the Member/Owner with payment. Discussion was that she keep them for a year and put in storage. When she has the next year's stubs, the previous year's stubs will be destroyed. Allan brought up the fact that there are years' worth of old records that should be gone through and destroyed. The Board will need to meet on a weekend and go through the boxes to determine if there are any permanent records to keep and watch for a time that there is a shredding truck in Silver City for the old record destruction. This needs to be discussed again when April is present.

"Linda has attempted to get addresses for the actual water meters for the customers. The issue is that there are a lot of places where the meter does not have an address close to it. For example her address is on one street and the meter is on another street. Would a map with the meters not suffice?" There was discussion of the need for an updated Association map. Shay was working on this and brought in an option and Allan brought in the aerial photos that were done many years ago. Both David and Allan will talk with Grant County Assessor employees to try to get a map of Pinos Altos in poster size. It was discussed that when we have such a map, the Board will get together on

a weekend and put meter numbers and Member/Owner names on the map. Becky will see where we could get this “map” reproduced.

April has installed the new UPS and disposed of the old one. She also sent a flash drive with backup of the bookkeeping files and other documents. April will bring a fresh backup to every meeting and swap it out with the existing. It was agreed that Becky will keep the flash drive. Becky moved the board approve the above and Allan seconded, all approved.

Treasurer’s Report – Becky updated the Board Contact list, but will update again after tonight’s meeting. Becky reviews the financial records from April monthly. We will discuss the budget later in the meeting.

Certified Water Operator - VP/Operator Report – Allan will talk with both Bob and Mark to get a better handle on how to do both positions. Allan is unsure exactly what is required.

Allan reported that he flushed all the system hydrants last month and checked one customer’s leak and explained that the leak is on the customer side.

There was discussion that Mark met with Aaron Beckworth, Compliance Officer with the NM Environmental Department, Drinking Water Bureau, who e-mailed that he wanted to schedule a Sanitary Survey of the PAMDWCA water system before the EOY. After many e-mails between him, Shay and Mark, Mark met with him on November 13th. Mark e-mailed that they “checked the box” for the triennial requirement, that there were no identified issues with our system and anticipates a good report. The Board is thankful for Mark stepping up and dealing with this issue.

Mandated Business:

Board Member - Shay has agreed to be the Board President for a year, so Becky moved that the Board approve Shay officially. David seconded, all approved.

Treasurer – Becky provided a budget comparison from the 2018 budget to current and projected through the EOY. There was discussion and a couple changes were agreed upon for the 2019 budget. There is no need to increase any water or Association rates for the 2019 year. Becky will make the changes and send out to all board members. Shay moved to accept the 2019 budget with changes, David seconded, all approved.

Bookkeeper – April prepared security deposit refunds and the checks were signed for distribution before the EOY.

President – Everyone agreed that there were no necessary changes to the Operations Policy at this time.

Non-Mandated Business:

Bookkeeper – As April was absent there was no discussion of delinquent account.

Board – There was discussion on Account Admin Fee Credits (\$15.00 monthly fee). The current Board members receive this in lieu of being paid, and Mark receives the credit as our Certified Water Sampler. It was decided that the bookkeeper (currently April) and the meter reader (Linda) will both receive the credit. Becky will find out if April and Linda are currently receiving this, and if not, direct

April to make the credit changes to their accounts. There was discussion that for the time being, Bob will continue to receive the credit as long as he is advising and assisting Shay and Allan. We will need to tell April when to discontinue the credit. Becky moved to accept, Shay seconded, all approved.

Board – Shay started discussion that Pinos Altos needs to become a “community” and gave ideas how to begin to build this. Ideas are working with the Fire Department to have twice annual yard sale or Fiestas. The Board could provide hot dogs for Members who come down or participate. David suggested having simple snacks at meetings, like cookies. There was discussion that David as Member at Large with no other responsibilities will take on the task of posting information to the PA FaceBook page like the Agenda, Minutes, Notices, activities, etc. Shay will reach out to Lucy on the Fire Department and Gary who hosts the FB page. Everyone agrees that this is needed to attract new Board members and share information on activities in PA, like the home invasion that occurred last night. This will be discussed at future meetings.

Board – Discussion on if there is a desire or need for a second Certified Water Sampler in the event Bob or Mark were unavailable or no longer desired to fulfill the job. The Board does think this wise and Shay will talk to Bob and Mark to see what is required. Shay’s husband Terry is willing to take the classes and get certified if the Board pays the fees and costs. This will be addressed again in the future.

President – Shay led discussion on when Allan should invoice the Association for his time. Allan detailed that it is the VP/Operations position responsibility to respond to Locate requests and to flush the hydrants. Billable time will be for water emergencies of the water system like the lightning strike, repairs like the PRV valve and to check for leaks. This time will be billed at \$10 per hour and an invoice sent to the Bookkeeper at least bi-monthly. Allan will submit an invoice for his time on the last water emergency, leak and the PRV replacement. Shay will write up language to be voted on at the next meeting and added to the Bylaws.

Board – There was discussion about the cemetery and the need for a “Board” to be established to handle the land, burials, maintenance, etc. Becky and Linda will look into this.

The next meeting is January 16, 2019.

The Board Adjourned at 8:35 as motioned by David and seconded by Becky.

After Linda left there was a Closed Session for the Board to discuss Payroll issues.

The Board finally closed the meeting at 9:00.

These minutes submitted by Shay Lane, President.

