

Pinos Altos Mutual Domestic Water Consumers Association

January 16, 2019 Meeting Minutes

Meeting was called to order at 7:05 by Shay Stark-Lane, President. A quorum was present and the meeting agenda was posted on 01/08/19 at the PA Firehouse.

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

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

Minutes of the previous meeting on November 14, 2018 were approved, moved by Becky and seconded by David, all approved.

Bookkeeper's Report – April e-mailed the financial reports for November and December to all Board members. April sent 6 certified past due letters. For meter #57, Allan will shut off, for the other five, if April does not receive payment and/or receives the certified letters back, she will have Allan shut them off also.

Treasurer's Report – Becky reviews the financial records from April monthly. She has completed the W-2s, 1099s and EOY payroll tax reports and will deliver or mail as required. She will work on the tax return and Corporation Commission returns before they are due.

Certified Water Operator – Mark sent water sample reports. November's sample on Main Street was negative for coliforms, 0.23 ppm chlorine residual and 169 ppm total dissolved solids. December's sample at Mark's house was negative for coliforms, 0.30 ppm chlorine residual and 187 ppm total dissolved solids. All within acceptable standards.

VP/Operator Report – Allan reported that he flushed all the system hydrants this month.

The Grant County road grader came up for snow plowing and plowed over the hydrant at the end of Ranger St. Earl Moore, the Road Manager for Grant County spoke with Allan and visited the site. J & S Plumbing sent quotes for replacement of the hydrant and installation of a shut off valve. David moved to repair the hydrant and install the shut off valve. Allan seconded and all approved. There was more discussion and the Board decided not to install the shut off valve there. David moved to amend the approval and Becky seconded, all approved. Shay will sign the quote for the hydrant replacement and e-mail back to J & S to coordinate installation with Allan. Once an invoice is received, Shay will e-mail that with a letter to Earl requesting they reimburse the Association for the costs as it was their grader that caused the damage.

There was discussion about purchasing extra hydrants for future repairs and installation of shut off valves at different locations along the water system. This was tabled for future discussion.

There was discussion about installing 2 bollards at each existing hydrant as a safety/deterrent. Allan will call Rex Toney for pricing, if he has the capability. The Board will review the quotes and discuss at the next meeting. All agreed this is a good deterrent to protect the hydrants.

Mandated Business:

President – NMSA needs to have the Registered Agent name changed from Bob to Shay. Becky will accomplish this with her reports.

President – Shay submitted the Amended Bylaws from 11/18/18 with changes discussed at the last Board meeting. They must be signed by the President, Vice President and Treasurer, so all will go to City Hall in the next week and sign in front of Olivia Britton for notarization. Allan motioned to approve the changes, Becky seconded. There was no further discussion, all approved.

Treasurer – Becky already reported on the payroll and tax returns and last month we approved the 2019 Budget.

President and Treasurer – Becky and she went over the Renewal Application for the General Liability and Workman's Compensation Insurances. Shay will sign and scan with the 2019 Budget and copies of payroll tax reports from Becky and e-mail to the insurance agent for the renewal quote.

Treasurer – There are no excess funds to distribute.

Non-Mandated Business:

Bookkeeper – April already discussed delinquent accounts.

April will try again to reach the Arenas Valley Water Association for copies of their Operating Agreement and Bylaws to share with the Board 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, she will write up simple instruction list to vote on at the next meeting.

April requested clarification for mailing invoices and notices to account owners or their appointed representative. She just went into the bookkeeping system and changed the mailing address as requested, no further action is necessary.

Everyone discussed record retention. April scans everything and stores it on the hard drive, which is backed up. Becky keeps hard copies of all financial records and returns and also sends to April to scan. Stubs can be discarded.

V. President – Allan reported that the meter #27 Yates was damaged by Rex Toney and already discussed the meter at 19 Ranger with the damaged hydrant.

President – Discussion on shut off valves and spare hydrant parts was tabled previously although there was more discussion of Allan talking with Matt at J & S Plumbing to determine where shut off valves could be installed to provide protection from the entire system being turned off for repairs.

Board / V. President – Allan has not reached Raul at the County to see about getting maps. Rick Johnson knows of someone in Deming, David will get the name and number for Allan. Mark says there are GPS coordinates on the website to coordinate with a map. Cathy Phillips suggested Allan

contact the Grant County Extension for maps and April will look into Google Maps. All will report at the next meeting.

Member at Large / Bookkeeper – David has not started a Facebook page for the Association, but April already has one and has been posting to Gary's Pinos Altos Group Facebook page for water payments, water emergencies and shut offs. She will post meeting Agendas in the future.

Shay informed the Board that she spoke with Gary and he is happy to post/link Water Association information. She also spoke with Lucy from the PA Fire Department. They will be happy to participate in community activities but will not take any leadership of them.

President - Shay e-mailed everyone sample ideas for a Pinos Altos Directory. April informed the Board that it cannot take the liability or financial responsibility to put together a directory. It was agreed it was a good idea for those in the community who are interested but more thought must be put into how it can be achieved outside the Association.

President – Allan has begun invoicing the Association per the new Bylaws.

Board – April proposed that when bad weather is forecast at the end of the month that it would be acceptable for Linda to read the meters a day or maybe two early. Everyone agreed this is a good idea for safety and Shay will call Linda to tell her she is welcome to do reading early.

Bookkeeper – April will send language to Shay to be uploaded to the website for Allan's cell number to be listed for Emergency Contact, as it is on the bills. This will allow Members to call Allan directly about possible leaks or damage so he can investigate and determine if action is necessary. He can then notify April to post on the Facebook page or any problems or water shut offs.

The next meeting is March 20, 2019 at 7:00 pm.

The Board Adjourned at 8:57 as motioned by David and seconded by Allan.