

Pinos Altos Mutual Domestic Water Consumers Association

March 20, 2019 Meeting Minutes

Meeting was called to order at 7:07 by Shay Stark-Lane, President. A quorum was present and the meeting agenda was posted on 03/13/19 at the PA Firehouse.

Those present were Shay Stark-Lane, President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer, Linda Davila, Meter Reader, and April Matthews, Bookkeeper. David VanAuker, Member at Large had a load accident on I-10 and did not get home in time for the meeting, and Chris VanBuskirk, Secretary and was absent with no notice. Mark Johnson and Bob Garrett were visitors.

Non-Mandated Business: Discussion of Second Certified Water Sampler

Mark requested that we address the reason he and Bob were invited to attend tonight's meeting, so we proceeded with discussion. In the previous meeting, there was discussion if there was need for a third Certified Water Operator or Sampler.

Mark explained that he is a Certified Small Water Operator (SW) who currently takes the water samples, signs the Sanitary Survey Report and the Sampling Plan, and has been collecting the Disinfection Byproducts samples in June & August with Bob signing off on the Byproducts samples as an SWA but this can no longer be done as the sampling rules are changing. He can repair the pipes, but the Board normally hires a licensed plumbing contractor. He can also flush the lines, although Allan is currently doing that.

Bob is currently a Small Water Advanced Sampler (SWA). He can take the monthly samples also.

Mark explained about collecting samples, hours of training required for different level tests and costs. Both Mark and Bob would like to upgrade their certification to Water Sampling Tech 2 (WST2). If the Board were to have a third certified person, Mark recommends they become a Water Supply Level 2 (WS2) or a Small Water Operator.

Shay moved for Mark and Bob to work out who will get which certification with the Board will pay for all costs to receive. Becky seconded and motion was approved. Mark and Bob both left.

The **Agenda** was approved as written, moved by Becky and seconded by Shay, all approved.

Minutes of the previous meeting on January 16, 2019 were approved, moved by Becky and seconded by Shay, all approved.

Bookkeeper's Report – April e-mailed the financial reports for January and February to all Board members. In January, April sent 14 late notices and 6 certified letters. In February, April sent 28 late notices and no certified letters.

April e-mailed Allan to disconnect meters 92 and 123 and requests that Allan check that meter 57 is still locked out.

For meter 70 there is a new owner who thought there was a shut-off valve but Allan checked and did not discover one, so informed their plumber they need to install one. He did turn on the water for them and they have about 30 more days to get verification to April, she will follow up with them.

Meter 105 has sold, the seller sent in their paperwork but the new owners have not returned their paperwork, so if they do not get it in, their water will be turned back off and they will have to pay the reconnect fee.

Meter 68 sold and does have a shut off valve existing. The new owner has submitted all New Member paperwork. Shay moved the Board accept the new Association Member, Allan seconded and they were approved.

April has revised the Transfer of Membership Form, the Board approved the changes that contains language requiring a shut off valve. Shay will match language in the Operations Policy.

The current policy is to send a personalized late letter after 30 days, a certified letter after 60 days and water disconnected after 90 days. Shay moved we change the policy to be: billing due in 30 days, next billing will show Late Fee and April will highlight the late amount due, at 60 days April will mail a Disconnect Notice and 15 days later the water will be disconnected. Becky seconded this new policy, all approved. April will write up the new policy and e-mail to Shay, who will send to Mark to be posted on the website.

April also created a Welcome Letter for new Association Members. Allan moved we begin using this, Becky seconded, all approved.

Treasurer's Report – Becky reviews the financial records from April monthly. She has completed and submitted all end of year tax forms. Becky submitted the NM Corporation Commission Annual Report with Bob's name and the State will change the records after receiving Shay's paperwork (below).

Certified Water Operator – Mark sent water sample reports. February's sample on Ranger Street was negative for coliforms, 0.42 ppm chlorine residual and 176 ppm total dissolved solids. March's sample on Main Street was negative for coliforms, 0.29 ppm chlorine residual and 203 ppm total dissolved solids. All within acceptable standards. All sample results are also posted on the website.

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

The repair of the damaged hydrant on Ranger Street has not happened, Allan has not been able to reach J & S. He will attempt contact again and Shay will follow up on the signed quote also. There is concern that if the repair is not completed soon it will be difficult to get the Grant County Road Dept. to reimburse us for the cost of repair.

There was more discussion about protecting the hydrants, besides installing expensive bollards. Becky moved that Allan has the authority to install T-Posts at all hydrants as he feels appropriate, painted yellow or red, with reflective tape or reflectors. Allan will submit an invoice for his time and all material purchased. Shay seconded, all approved.

Mandated Business:

President – NMSA needs to have the Registered Agent name changed from Bob to Shay. Shay finally got clear instructions from the state and has submitted the Change of Agent forms to the State and sent copies to Becky for the permanent records.

President – The Amended Bylaws from 11/18/18 were signed by the President, Vice President and Treasurer, and notarized. A copy will be e-mailed to Mark to be put on the website.

Treasurer – Becky checked on the Mutual Agreement of Understanding with the Town of Silver City that are good for ten (10) years. Ours expires 11/09/19. Becky will call Yolanda and begin the process of extending for another 10 years.

President – As we don't have an active Secretary, Shay will prepare and send the letter to Alex Brown with the Town of Silver City for the number of Association connections on 03/31/19.

Treasurer and Bookkeeper – April and Becky will work together to prepare the CCR Report that is due in June.

Non-Mandated Business:

Bookkeeper – April already discussed delinquent accounts, see above.

V. President – Hydrant repair discussed previously, see above.

V. President – Shut Off Valves in system and spare parts tabled.

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 – New map status was tabled.

Board – Discussion on new Certified Water Sampler was discussed earlier, see above.

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 of any problems or water shut offs.

Secretary – There was discussion about the current secretary who has yet to attend a meeting in that position. David, as Member at Large, will step in and prepare future minutes until the situation is resolved.

Announcements:

The next meeting is May 15, 2019 at 7:00 pm.

The Board Adjourned at 8:55 as motioned by Allan and seconded by Becky.