

Pinos Altos Mutual Domestic Water Consumer Association

Regular Meeting

Wednesday Nov 20, 2019

Pinos Altos Fire Station

Meeting was called to order at 7:02 pm by Shay Stark-Lane, president

Board members in attendance were, Shay Stark-Lane, President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer and Gary Geisler, Secretary.

April Mathews, Bookkeeper; Linda Davilla, Meter Reader and Tom Gedgaudas were also in attendance.

A quorum was proved.

Confirmed that the agenda was post 7 days prior to meeting at Fire Station and on website. The posted agenda was amended and approved, with changes. Windows 7 conversion discussion was added under bookkeeper's report and discussion of response to AG letter was added to the closed session's agenda.

Minutes from September 25, 2019 annual meeting were approved.

President's Report:

Plan to discuss active accounts, letters to Brown & Esqueda and courtesy letter to members without meters was tabled until next meeting as there was uncertainty concerning members without meters. MOA was signed with town after approval by city council. It was determined that the members newsletter should be publish annually before the annual meeting or as needed. The topic of upgrading or change the current map of pipes, meters, etc was discussed. General feeling was that it needs to be upgraded. Shay to talk to daughter in law about maybe getting it done by WNM university students. Alan to talk with Ken Netz to see what he can do about getting a CD of what he did in 2009 or doing upgrades to current one. Due to David Van Auker resigning from the board, the member at large position became available. Tom Gedgaudas agreed to join the board. He was nominated and unanimously elected to finish David's term ending September 2020.

Bookkeeper's Report:

Twelve late notices were sent out, no disconnects and quite a few security deposits were refunded, only four members still with security deposits. Financials were emailed to board members a week before this meeting. Discussed the website and the new scrolling feature. Also discussed April's reports concerning number of views of website. Discussed April's extra time managing the website. She is spending about an hour a month. Discussed the required conversion from Windows 7 to Windows 10. April was given approval to spend \$500 - \$2200 to upgrade windows and to upgrade current software to work with Windows 10. Also approved to upgrade her computer if necessary. Board approved April receiving different pay rate to perform necessary upgrades and programming. Meter at 125 got installed. Discussed meter that has been shut off for a couple of years that the member request to be turned back on without paying the reconnect fees as establish by the board's operation policy. Board was adamant that the reconnect fees and any past due amount needs to be paid prior to turning meter back on.

Treasurer's Report:

Have 2019 tax forms and access to on line filing. Third quarter payroll reports were filed. Becky will get with the bank to set up new check signers and to remove past board members who still are listed as check signer. Approved check signers are: Shay Stark-Lane, Alan Phillips, Becky Dinwiddie, Gary Geisler and Tom Gedgaudas. Discussed issue with 2020 meeting dates conflicting with board members. It was approved to move our bi-monthly meetings to the second Wednesday instead of the third Wednesday. Becky presented the preliminary 2020 budget for discussion. Changes were made as seen fit and Becky will present the final budget to the board at the January 8, 2020 meeting for approval. Becky got Tom's contact info to update board contact list for website.

Secretary's Report:

Discussed the issue with our bylaws and Open Meeting resolution not in compliance with the Open Meetings Act. Gary will make the corrections to the Bylaws and the Open Meeting resolution so they are in line with the requirements of the Open Meetings Act. Those changes will be presented to the board at the next meeting.

Certified Water Operator's Report:

Water samples results for October and November were submitted, accepted and came back clean. Discussed website where we can go to get sample results.

Vice President's Report:

Alan flushed the fire hydrants last month, will continue to flush every three months. 69 Main street got their meter installed. Leak was repaired on Hwy 15. Alan going to call J&S to do maintenance check on shut off Valves, getting all working easily. Discussion of mentoring Terry Lane and the gentleman who volunteered to be mentored last meeting. Nothing happening, as of now. Tom might be interested in being mentored for Alan position. Alan is working on a written job description.

Board approved entering into closed session at 9:00 pm to discuss 2020 payroll and Attorney General's response.

Regular meeting was adjourned at 9:01 pm

Board entered its closed session.

Closed session was adjourned at 9:49 pm and open session was called to order at 9:50 pm

Board unanimously approved the 2020 payroll and approved the response to the Attorney General's request for info.

Next regular meeting is January 8, 2020 at 7:00 pm at the PA Fire Station.

Meeting was adjourned at 9:52 pm.

**Minutes prepared by Gary Geisler on Nov 24, 2019. E Mailed to board on Nov 25, 2019
Draft minutes posted to website for public viewing on Nov 27, 2019.**