

# Pinos Altos Mutual Domestic Water Consumer Association

## Regular Meeting

Wednesday January 8, 2020

Pinos Altos Fire Station

Meeting was called to order at 7:04 pm by Shay Stark-Lane, president

Board members in attendance were: Shay Stark-Lane, President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer; Gary Geisler, Secretary and Tom Gadgudas, Member at Large.

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

A quorum was proved.

Confirmed that the agenda was posted seven (7) days prior to meeting at Fire Station and on our website. The agenda was approved by the board.

Minutes from November 20, 2019 were approved.

### **President's Report:**

Active accounts and need to revise letters to Brown & Esqueda was discussed and it was decided to take no action at this time. Board also decided to take no action on the courtesy letter to members without meters. The discussion on NMED water association was tabled so Shay can gather more information. Due to WNMU closed, using college students to help redo the pipeline map wasn't pursued and Alan couldn't get hold of Ken to see if he could help. This matter was table until next meeting to allow Shay and Alan to pursue options.

### **Bookkeeper's Report:**

April updated the board on late notices and disconnects. All accounts are caught up so no disconnects. April emailed financials earlier in the week and were received by all board members. Setting up signed contracts for payments on large amounts due was discussed and the board decided to continue as we have been unless a member requests a contract. April brought the board up to date on the completion of the system's upgrade to Windows 10 and all associated programs upgrades.

### **Treasurer's Report:**

W-2's and 1099's will be completed before end of the month. Annual report to PRC will be completed by the end of the month and sent in before it is due in February. Becky was please how fast everyone got to the bank so the check signer changes could be completed. Final Budget was presented to the board. No changes were needed so the 2020 budget was approved unanimously. The updated contact list was updated and will be loaded to the website. The renewal application for GL and Workman's comp insurance was discussed. Missing information will be researched by Shay and she will send it in. Discussed record retention and decided we need to get formal procedures set up which follow Federal, State and local requirements. Gary will research and this will be discussed at next meeting.

**Secretary's Report:**

Gary presented the suggested changes to the bylaws so we are in compliance with the Open Meeting Act. Those changes were only in Article IV, sections 2 & 3. The changes were approved unanimously and Shay, Alan & Becky agreed to a date to get it sign and notarized. Gary then presented Resolution No. 2020-01 Open Meeting Act, which made corrections to the previous Open Meeting Act Resolution No. 17-01. The new resolution was approved unanimously. Gary will scan and April will post to our website.

**Certified Water Operator's Report:**

Water sample results for November and December were not available, unless we go on line to pull them up. It was discussed that Manny should provide us with the monthly results. Shay will talk to him and ask him to mail them to us monthly.

**Vice President/Operation Report:**

Nothing has happened with the mentoring of Terry. Hydrants will be flush soon, depending on weather. Hopefully by the 3<sup>rd</sup> or 4<sup>th</sup> week of this month. Nothing has happened with the maintenance of the shut off valves. Alan is still working on his written job description. Discussed the accident that damaged Linda's meter and also the water leak at the Trailer Park.

**Non-Mandated Business:** No public input requested.

Next regular meeting is March 11, 2020 at 7:00 pm at the Pinos Altos Fire Station.

Meeting adjourned at 8:05 pm.

**Minutes prepared by Gary Geisler on January 10, 2020. E Mailed to board on January 10, 2020  
Draft minutes posted to website for public viewing on January 13, 2020.**