

# Pinos Altos Mutual Domestic Water Consumer Association

## Regular Meeting Minutes Wednesday March 11, 2020 Pinos Altos Fire Station

Meeting was called to order at 7:02 pm by Gary Geisler, Secretary

Board members in attendance were: Allan Phillips, Vice President; Becky Dinwiddie, Treasurer and Gary Geisler, Secretary. Shay Stark-Lane, President was absent due to illness and Tom Gadgaudas, Member at Large was absent due to a scheduling conflict.

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

A quorum was proven.

Confirmed that the agenda was posted seven (7) days prior to meeting at the Fire Station and on our website. April requested amending the agenda to include discussing potential new member applications. Amended agenda was approved

Minutes from January 8, 2020 meeting were approved.

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

Presented by Gary Geisler. Discussed re-joining the NM Rural Water Association. Re-joining was approved by the board and April was going to send in the membership application and the \$219 annual fee. We discussed sending a board member to their annual conference but decided against that due to the short notice and the cost associated with the conference, lodging and expenses. Discussed the association's ability to help with the mapping of our water lines and it was decided that their contact should reach out to Alan and April, to see what is involved. The discussion on record keeping and shredding old records was tabled until next meeting when all board members were in attendance.

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

April discussed the 13 late notices and three shut offs. Discussed account #108 and whether to shut off due to residence being absent due to health issues. Alan was going to talk to a friend of the resident to see if she will be returning before shutting off. Financials were mailed out to the board prior to the meeting. Discussed one person signing blank checks so April only needs to get one other signature. This was rejected by the board. Going forward all board members will reply to April's request for signature signers ASAP to avoid delay and any extra effort put on April. Discussed request for new membership for 4811 Hwy 15. It was determined that our water lines are in the area and there is another meter close by. We approved them for membership and Alan is going to check the logistics. A request for info for another new membership at 46 Main street. Still in the information gathering stage. Account #27 is still having very large water usage. Customer has been inquiring about the billing breakdown. The water usage could only be explained by having a leak. Linda brought up that he still has one of the old meters. Alan is going to switch out the meter to ensure the billed water usage is accurate.

**Treasurer's Report:**

All tax returns have been filed for the year. Corporation Commission report has been filled. Annual report to PRC has been sent in. Records retention has been tabled until next meeting.

**Secretary's Report:**

Letter to Alex Brown will be sent with copy to April before the 31<sup>st</sup>. Current active members are 137 with one new member in the past year.

**Certified Water Operator's Report:**

Quarterly invoice from Manny Orosco for Certified Water Operator testing was given to April and will be paid. April did receive our test reports from the state for January and February. Waiting on March's, to submit payment.

**Vice President/Operation Report:**

Hydrants were flushed end of January and will be flushed again in April. Alan discussed cleaning out the shut off valves and retro fitting foam over the valve beneath the cap to keep the valve clean and workable. Gary volunteered to help Alan complete that when the weather gets better. We are going to draft Tom to help, as well. Alan presented his job description to Gary, who will type up for him. Parts inventory was discussed. There is a lot of parts that aren't needed or unusable. We are going to do a parts inventory and dispose old parts when the weather gets a little better. The board approved purchasing three additional meters to have available for replacements or new members. Alan has two meters currently.

**Non-Mandated Business:**

Linda discussed another account who finally fixed the leak under their house. She also brought up there are still a couple accounts with the old meters. Once we get the new meters in, will decide on replacing.

**Next meeting will be May 13, 2020 7:00 pm at PA Fire Station**

**Meeting was adjourned at 7:59 pm**

**Minutes prepared by Gary Geisler on March 14, 2020. E Mailed to board on March 15, 2020  
Draft minutes posted to website for public viewing by March 17, 2020.**