

Pinos Altos Mutual Domestic Water Consumer Association

Regular Board Meeting

Wednesday November 18, 2020

Pinos Altos Fire Station and Zoom Virtual Meeting

Meeting was called to order at 7:03 pm by Shay Stark-Lane, president

Board members in attendance at the Fire Station were: Shay Stark-Lane, President; Becky Dinwiddie, Treasure; Gary Geisler, Secretary and Tom Gedgaudas, Member at Large. Alan Phillips, Vice President was in attendance via Zoom.

April Matthews, Bookkeeper was in attendance at the Fire Station. Association members Buck Burns, Ann Estensen, Kay Henderson, Mark Johnson, Rick Johnson, Cheryl Speir-Phillips and David Van Auker were in attendance via Zoom. Geoffrey Plant, reporter for the Silver City Daily Press was also in attendance via Zoom.

A quorum was proven.

Gary asked for any Public Input in lieu of the sign in sheet due to the virtual meeting. After some technical issues it was decided to ask for public input during the public input section of the agenda.

Agenda was confirmed to have been posted 10 days prior to the meeting on the PAMDWCA website and at the PA Firehouse. Becky made a motion to move the public input section of the meeting to the front of the meeting, after previous meeting minutes approval. Motion was seconded and unanimously approved. Agenda was approved with that change.

Meeting minutes from September Regular meeting were approved unanimously.

PUBLIC INPUT:

Cheryl asked why we are changing the bylaws and not making the change to the operation's policy? Shay responded that the bylaws are a legal, binding document needing the majority of the association member's approval to amend while the operation policy can be changed by the board at any time and just applies to operation procedures. Mark sent in a list of questions via e mail 26 minutes before the meeting. After some difficulty Shay was able to pull up the questions and Mark's phone was unmuted. First group of questions: Will a recording be available and how can he obtain it? Shay responded yes and through Cheryl, who was managing our Zoom meeting. Second group of questions: What has the board discussed or corresponded with its insurer or insurance agent/broker regarding his complaint in the 6th District Court?? What was discussed? Has the Board filed a claim for defense coverage? If not, why not? Shay responded we have filed a claim and have discussed with our agent. Third group of questions: What is the payment arrangement with Attorney Perkins? What is the date and amount of recent invoice? Has Perkins informed you that you will ultimately provide the data requested by his IPRA requests? Shay responded that we have paid Mr. Perkins a retainer fee, have not received any invoices yet. Mark suggested we request weekly invoices with billable hours. Fourth group of questions: Do you assert that the proposed amendment will pay for Board Members penalties and legal defense costs if you are found to have committed criminal misdemeanors under OMA?? Shay responded yes.

President's Report:

Shay followed up an insurance coverage question from the previous meeting. She found out from our agent that the personal use of vehicles by any employee, doing association business, is covered under our current insurance plan. Shay informed us that we have invoiced the Forest Service for \$354 in water usage during the recent fire near us. It was on the honor system as they filled their trucks from the fire hydrant near the fire house, so we have no meter readings to invoice with.

Bookkeeper's Report:

No increase in late notices or disconnects due to COVID-19. One account that was due to be shut off has paid, owner was out of town. We have some security deposit refunds coming up before year end. We had four account transfers since last meeting, accounts #125, 135, 119, 141. All paperwork and fees have been paid. A motion was made to approve the transfers and welcome the four new members into the association. It was approved unanimously. Financials for September and October were emailed and received by all board members. April had three 811 calls since last meeting. These are calls to have water lines marked to avoid damage to lines during construction etc.

Treasurer's Report:

Becky has ordered and received the tax forms so she is ready to file year end reports. Third quarter pay reports were filed beginning of October and they were on time. Becky informed us that her term for Grand Jury service has been extended for another seven months so to avoid conflict with her jury duty January's meeting will be on the 13th and March's meeting will be on the 10th. Becky presented her 2021 Budget worksheet using year to date actuals plus estimated amounts for rest of 2020. She informed us at after 10 months of 2020 we had positive change in cash of \$1,464.21 which was a savings \$4164.21 versus budget. Which is great news. With Silver City not increasing our rates in the coming year, the board will be able to keep all association members rates at the current level with no increases. Her proposed budget has us running a loss of approximately \$5000 for the year. With our cash reserves of approximately \$222,000, we are able to absorb that small loss if we can't show the same results versus budget as this year instead of raising association members' rate. Becky discussed some changes in next year budgets due to some foreseeable expenses coming up next year, such as a need for a new printer. After some questions on particular line items, the board was fine with her proposed budget and will vote to approve after the closed session in which the board will discuss payroll expenses for 2021.

Secretary's Report:

Gary asked to table the vote on the change to the bylaws due to the COVID restrictions that may have caused some of our members not to attend the meeting due to internet issues etc. He made a motion to mail out ballots to all association members along with an envelope to return their ballot. Those ballots then will be opened during a future board meeting to determine if the change to the bylaws is approved by the majority of the members. Becky seconded the motion and after a brief discussion it was passed unanimously. Gary then discussed us being charged a monthly fee by Silver City of \$7.25 per connection. The number that we used has been in error as we were counting ALL accounts whereas some accounts have had their connections disconnected for various reasons. He was given approval to send a letter to Silver City Financial Manager, Alex Brown to adjust the number we are charged to match our active connections.

Certified Water Operator Report:

Water sample tests for October and November were fine. No issues with our water sampling procedures or the samples.

Vice President/Operations Report:

Alan is flushing all hydrants this month. Had two leaks that were found and fixed, one that Linda discovered. The other leak was found by a member and it appeared that leak had been there for some time. Alan spoke with a supervisor from J&S and got his cell phone so hopefully response times will improve in the future. Shay informed us that she found out from Silver City utilities manager that J&S is the only plumber licensed to work on public utility lines in this area. The new church meter is close to being installed. Finally got an estimate from J&S. Has been mapped out and should be completed in the near future. Alan asked that we purchase a fire hydrant meter so we can accurately track water pulled by the forest service or the fire department in the future instead of using the honor system. It would cost approximately \$1000. April pointed out that by having a meter at the fire station we would be able to account for their water usage and help determine exactly how much water we are really losing. A motion was made, by Tom, that we add the \$1000 cost for that meter to our 2021 budget under maintenance and repair. It was unanimously approved.

Closed Session:

Becky than made a motion for the board to go into closed session to discuss personnel matters for 2021 budget purposes. Gary seconded and Shay called for a roll call vote. Tom, Alan, Gary, Becky and Shay all voted yes to going into the closed session. Motion carried. Went into closed session at 8:10 pm.

Open Session:

Board returned to open session at 8:29 pm. All members of the board confirmed, when polled, that the only topic discussed during the closed session were personnel matters for 2021. Becky presented her revised budget for 2021. It was approved unanimously.

The board thanked Cheryl Speir-Phillips for setting up and managing the meeting via Zoom. Her efforts allowed the board to meet and association members to participate while complying with the governor's COVID restrictions. The board also thanked Tom for his efforts to assist Cheryl while on location at the fire station.

Shay adjourned the meeting at 8:31 pm

Next Regular Board meeting will be January 13, 2021 7:00 pm.

**Minutes prepared by Gary Geisler on Nov 21, 2020. E Mailed to board on Nov 21, 2020
Draft minutes posted to website for public viewing by Nov 24, 2020.**