

# Pinos Altos Mutual Domestic Water Consumer Association

## Regular Meeting

Wednesday January 19, 2022

Pinos Altos Fire Station

Meeting was called to order at 7:01 pm by Tom Gedgaudas

Board members in attendance were: Tom Gedgaudas, President; Allan Phillips, Vice President; Becky Dinwiddie, Treasurer; Gary Geisler, Secretary and Gabriel Preusch, Member at Large.

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

Public Input sign up was closed.

A quorum was proven.

The agenda was approved unanimously.

Minutes from the November 17, 2021 regular board meeting were approved unanimously.

### **Non-Mandated Business: Public Input**

No public input requested.

### **New Business:**

#### **2022 Open Meeting Act Resolution:**

Gary presented the 2022 Open Meeting Act resolution for approval. The resolution was approved unanimously by the board. The resolution was signed and sealed. Gary will scan and email to all board members and April for posting to the website.

#### **Revision of Mandated Responsibilities:**

The board reviewed the mandated responsibilities form and made changes to ensure the accuracy of the list for future boards. Tom will print up the revised list and bring to the March Meeting for final approval.

#### **Potential Payment Lockbox at Fire House:**

April presented to the board a request from some association members to have a lock box at the Fire House to drop off payments. The board was very concerned about the security of the funds in the box, the extra work to check the box daily, the cost to purchase and install a box and if the drop box would benefit the majority of the association. It was decided NOT to set up a lock box at this time.

#### **Procedure for Transfer of Membership:**

April brought to the board's attention the issues she is having with the transfer of

membership procedures. Getting the signed paperwork from the property seller, getting the seller to pay their final bill before membership is transferred and the many pieces that have to come together to complete the membership transfer is difficult. The board discussed making it easier with just a call, but due to membership transfer, the paper trail is needed. The board was a concerned about the failure to collect past due monies once the transfer has been made. Out of 12 transfers last year, 5 had past due bills that weren't paid after the transfer was complete. Becky brought up getting the title companies involved so past due bills are collected and signed paperwork completed at the closing of the property sale. Gary is going to reach out to some of the local title companies to see if they would be willing to include the membership transfer in the closing procedures for any property sold within the PAMDWCA area of service.

### **Unfinished Business from Prior Meetings**

#### **Discussion on Increasing Water Rates:**

Tom opened the discussion concerning raising water rates as the board has been losing money each year due to increasing costs. Gary brought up the lost gallons of water each month as a way to help our P&L if we can stop the loss. There was a discussion concerning lost water and how to deal with it. Tom moved the discussion back to increasing rates as there are no immediate answers to the lost water and it wasn't on the agenda to discuss. The board discussed not raising water rates but instead, increasing the monthly administration fee charged each member. Currently the admin fee is \$15 per month per member. Out that \$15 charged, the board must pay Silver City \$7.20 for each connection. It was determined that increasing the administration fee would cover the increasing costs to provide water to our members. It was moved to increase the monthly administration fee to \$25 per month. The board unanimously passed the increase to begin March 1 so the increase can be communicated to the members with the February bills. The board also approved that April makes the administration fee change on the operation policy effective March 1.

#### **Letter on Easements for Existing Water Mains:**

Tom presented a draft letter he proposed sending to each member concerning any easements for our water main on private property. The board made some minor changes and then unanimously approved the final draft of the letter. The board will get together on January 26<sup>th</sup> to stuff envelopes with the letter and provide a return envelope.

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

Tom gave an update on the results from the NMED Sanitary Survey in December. The survey will be posted on our website for the members to see. Tom then opened a discussion on the Operations Policy and any changes needed. Instead of reviewing it at this meeting, it was decided that each board member will review the operations policy for changes and bring them to our March Meeting for discussion then. Tom then showed a spreadsheet with the free chlorine from the past two years. It showed we are within the approved range for chlorine but also showed some variances from different test locations.

**Bookkeeper's Report:**

April informed the board that there are some members who are refusing to pay the late fee even though their payments arrived late. This has been an ongoing issue. The board has no plans to eat any member's late fees and that member is responsible for paying those late fees. April sent out the financials and Gary had a question on November's P&L which April answered.

**Treasurer's Report:**

Becky printed out a comparison between Budget and Actual, which showed we lost money in 2021 but not as much as was budgeted. Becky confirmed our solvency with adequate money in the bank. 1099's have been prepared and April will be mailing them out before the end of the month. W-2's were prepared, filed online and Becky hand delivered Linda's and April's. Quarterly 941 and SUTA payroll reports are completed.

**Secretary's Report:**

Gary gave an update on the pending lawsuit. In December, the plaintiff filed a motion to compel for two interrogatories that the judge told us to re submit. Our attorney was compiling the information we gave him when he received the motion. He responded to the judge that we had provided the information the plaintiff was asking for and to drop the motion. No other communications were received. We are now just waiting for the plaintiff's next move, which should be setting a trial date. Gary informed the board that the paid attorney's invoice was submitted to the insurance company and the reimbursement will be paid to us after the claim is processed.

**Vice President's Report:**

Alan let the board know that the new meter was installed on the Highway 15 property. Alan will call again about the leak on Norton Street. The plumber let Alan know that they are finishing up big jobs and hopefully will be getting to the install of the next meter waiting for installation. As far as Alan knows, other than the Norton Street leak there are no other outstanding leaks. Gabe asked about getting another plumber for our repairs, but J&S is the only plumber in the area certified to work on drinking water. Tom is going to reach out to NMED for a list of other certified plumbers out of our area that we could contact for work going forward.

The next meeting was originally scheduled for March 16 but Tom will be unable to attend, so the board decided that the next meeting will be on March 30, 2022. April will post the change of the meeting date on the website.

Meeting was adjourned at 8:58 pm