

Pinos Altos Mutual Domestic Water Consumer Association

Regular Meeting

Wednesday November 16, 2022

Pinos Altos Fire Station

Meeting was called to order at 7:00 pm by Tom Gedgudas

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

April Matthews, Bookkeeper was in attendance. Ann Estensen, Mary Humphrey, Richard Humphrey, John Dagers and Susan Vandenberg were also in attendance.

Public Input sign up was closed.

A quorum was proven.

The agenda was approved unanimously.

Minutes from the September 14, 2022 meeting were approved unanimously after two corrections were made.

Non-Mandated Business: Public Input

Richard Humphrey wanted to discuss the letter that was sent out concerning one residence per meter and the amnesty program for any member who has more than one residence per meter currently. As the owner of the RV park, he was very upset that he might be facing admin fees for each of his hook ups. He was concerned about hearing he was a commercial property as he had never heard anything about that in the past. He was confused as to what was involved in the commercial designation and if being a commercial property means one residence per meter doesn't apply to him. If that is correct, he would like to have a letter stating he is a commercial property and the one residence per meter doesn't apply to him to protect him from future board imposing the admin fees on him. Becky read the wording from the Articles of Incorporation that pertains to "residential unit per one meter". She stated that this is what the board was addressing in the letter and it had nothing to do with commercial properties. Tom explained to Richard that the board was in the process of putting together policies to define what is a commercial account and what is a residential account. Gary stated that he will draft a letter for Richard, once those policies are written and approved, that explains his designation as a commercial account and that the one residential unit per meter didn't apply to him. Richard was still concerned that future boards might come back and have him responsible for the additional admin fees. Tom explained that once the policy concerning the amnesty program is put in place, it would be difficult for future boards to change. There will also be a written definition of a commercial account for future boards to reference, once the current board creates one.

New Business:

Discussion and Vote on Payroll Module as Proposed by the Treasurer

Becky presented her recommendation for the purchase of a payroll program to process payroll going forward in the future. Currently Becky and April do the payroll with a spreadsheet and by hand. She researched the different payroll programs and found one for \$149 per year. It would process all checks, do W-2's, do all required government paperwork and will export all info into our current business software. She proposed that we purchase it in January to start the year as she has most of this year's completed. The board approved unanimously the purchasing of the Payroll Mate software for \$149 and have it in place to begin using January 1 2023.

P&L Comparison to Budget and Confirmation of Solvency

Becky presented a spreadsheet she put together with our YTD P&L compared to YTD Budget. She also projected our expenses to the end of the year and compared to our fiscal 2022 budget. It showed we are financially much better than our budget due to the increase in admin fees in March and controlling expenses.

Discussion and Vote on the Proposed Budget for 2023

On the spreadsheet Becky presented to the board, she put in a preliminary budget for 2023 based on her 2022 projections. The board reviewed her proposed budget and made a couple of adjustments to line items. Based on the age and condition of the computer, money was approved for April to research getting a new computer. The one she is using is over 12 years old and is ready to stop working. The board also budgeted money for her to upgrade the software needed to do her job. The board unanimously approved the fiscal 2023 budget. Becky will get the final copy to all board members.

Discussion and Vote on Admin Fee Billing for Multi-Residence on One Account

When the board approved the letter and the additional admin fee for each additional residence, no policy was established on how April is to bill those additional admin fee. She suggested she could list each admin fee on the member's monthly bill but that could a present a problem due to size of the monthly bills. The board decided that April would leave the one admin fee line as it is for all members, then add another line on the bill with a total number of additional residences and a charge of \$25 per each additional residence. Four board members voted to approved this policy and Gary abstained due to a conflict of interest.

Unfinished Business from Prior Meeting:

Determine a Policy for Residential (1") and Commercial (1 ¼") Meter Usage

Tom introduced this topic which was tabled at the September meeting. He brought up that he couldn't find anything in the Articles of Incorporation or the Bylaws or the Operations Policy that defines a commercial account and what size meter that account should have. Nowhere is there any policy that a residential account can't have a commercial meter. After a very long discussion, including Allan letting the board know that there are NO 1 ¼" meters installed at any of the businesses serviced by PAMDWCA and the board deciding not to refer to the different size meters as residential or commercial, the board voted to only install 1" meters to all residential or any future commercial accounts. The vote was four approval and Tom voted against. The board decided to table the discussion on the definition of residential accounts and commercial accounts until the next meeting after Tom talks with the County Assessor's Office. The board also decided to stop using the designation commercial account in the future and refer to them as business accounts. What defines a business account will be determined.

President's Report:

Tom discussed the monthly water sample quality and the higher than usual chlorine levels the past two months. Since we purchase our water from Silver City, they handle adding the chlorine. Sometimes they boost a little more if they were doing repairs on lines, but we have very seldom seen two months with chlorine levels around .70. April is going to talk to Manny, our water operator who also works at the city's water department to see if there is any reason the levels are higher than normal. The TTHM and the HAA5 samples were ok. There was no change in the registered agent as there wasn't any change in officers.

Bookkeeper's Report:

April sent the monthly financials to the board members. She recapped the late notices and disconnect notices she sent out. She did inform the board that we had one member disconnect her meter from the system. The property owner was three months late, but did pay up and sent in a written notice to disconnect. Attached to her financials is a monthly recap of water loss. We have now had four months of almost 20% water loss, which is high. There are some leaks but the board also discussed how to get a meter on the fire department fire hydrant, which doesn't seem feasible due to being unable to lock the meter in place. Tom is going to talk to the fire department to let us know when they use water from the fire hydrant so we have a record of the additional usage.

Webmaster's Report:

April let the board know that a backup was done for the website and Becky has that backup disk. This backup is done annually.

Treasurer's Report:

Becky has sent out quarterly reports and is ordering the forms she needs for end of the year payroll.

Secretary's Report:

Gary updated the board on the pending lawsuit. At this time, we are waiting on the judge's final judgement.

Vice President/Operation Report:

Allan let the board know about a leak down on Hwy 15 near the cabins. Waiting on J&S to come and repair. He let us know that J&S has the parts to repair the leaking pressure reduction valve but can't get up here to repair. Allan then told the board that he filled the trench that has been an ongoing issue but it apparently has sunk again. The board wasn't comfortable with Allan using a shovel and his truck to repair the trench so they approved Allan to spend up to \$200 to pay Bruce or someone else to get the trench filled and packed down and covered with gravel.

Next board meeting will be on January 18, 2023 at 7:00 pm at the PA Fire Station

Meeting was adjourned at 9:22 pm

**Minutes prepared by Gary Geisler on November 20, 2022. E Mailed to board on November 20, 2022.
Draft minutes were posted to website for public viewing on November 22, 2022.**