

Pinos Altos Mutual Domestic Water Consumer Association

**Regular Board Meeting
Wednesday January 18, 2023
Pinos Altos Fire Station**

Meeting was called to order at 7:02 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 Matthews, Bookkeeper, was in attendance. John Dagggers 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 November 16, 2023 Regular Board Meeting were approved unanimously.

Non-Mandated Business: Public Input

John Dagggers wanted to discuss with the board some late fees he feels his landlord has been charged in error. After a discussion and the board gathering information, it was decided unanimously by the board to waive those late fees. The board informed Mr. Dagggers that any future late fees will not be waived.

New Business:

Approval of Open Meeting Act Resolution

Gary presented to the board the 2023 Open Meeting Act Resolution 2023-01 for approval. This resolution is the same as the previous three years with only dates and signatures changed. This resolution must be approved every year and has been since 2020. The resolution was approved unanimously and signed by all board members. The resolution will be posted to the website for all members to review.

Meeting Installation on Hydrant at Fire Station

The board discussed installing a meter on the fire hydrant at the Fire House to track usage. After some discussion it was decided to proceed with the purchase and installation of the meter. A motion was passed unanimously by the board to authorize Allan to work with J&S to get a meter installed with a cap of \$5,000 in costs. Gabe suggested using security tape or something else to deter theft of water from other hydrants. That topic will be discussed at a future meeting as it wasn't on this meeting's agenda.

Establishing Definitions for Business vs Residential Accounts

Tom shared with the board the results of his research on county, state or federal definitions for business accounts and/or residential accounts. He also wanted to first correct any confusion concerning meter sizes for residential and business. Residential meters are ¾ inch and business meters are 1 inch. The state and the county both look at properties as residential or non-residential. Non-residential could be vacant land or business properties with no resident. Taxation on non-residential property is no different whether it is vacant land or commercial/business property. There are no zoning regulations for Pinos Altos concerning commercial versus residential. The board then discussed how they wish to separate business from residential accounts and how to set the definitions up for future reference. They agreed that a business account should have a business license. They also agreed that a residential account would have one meter for each resident. It was decided that the new membership paperwork should spell out the one meter for each residence to avoid future confusion. There was also a discussion on setting a different fee for business accounts due to amount of water used. The discussion was tabled until the next meeting. Gary will reach out to Silver City for information on how they handle charges for businesses.

Discussion on Effect of Article VI, Paragraph 2 on Amnesty Program

Tom explained the article VI, which says that the board will consider any exceptions to residential membership on an individual basis. Existing exceptions in place prior to January 1, 2008 will be accepted under these amended articles. This was brought to the attention of the board by a member. This member's membership paperwork detailed the rental property and was approved by the existing board. The board recognized his exception and unanimously approved the member not be charged the additional admin fee in the new amnesty program. There was a question concerning these exceptions and how long they are in place. This topic will be discussed at the next meeting.

Preparation of Documents for Insurance Package Renewal Quote

Some new documents are now required for renewal of our insurance policy. Most of the information is about the water system, so April is going to complete the documents with assistance from Allan.

President's Report:

Tom discussed the chlorine levels for the past three months. The numbers still seemed high so there was a discussion on where the tests were taken. April had talked to Manny about testing locations so he did an extra one. A question was asked about what is the acceptable limits for chlorine in our water. Tom said .2 - .5 mg/L is the normal range. We have been running higher since September. Some concerns were voiced if we were running too high in chlorine. The NMED reviews all tests and if the chlorine levels were unacceptable, they would have notified the board and members. April reached out last month to Manny to find out if the city was over chlorinating due to repairs. He told her there wasn't any repairs made or boosting of chlorine. April was going to find out what the high limit levels are and have for next meeting.

Bookkeeper's Report:

April had 26 members who replied that they have multiple residences serviced by one meter. She had one member who stated they paid for two meters in the past, but never had them installed. April researched and found documentation that they did indeed purchase two extra meters in 1984. The board must install the meters at no charge. To avoid this happening again in the future, the board will

establish a procedure for meter installation in a timely fashion at the next meeting. April sent out financials to all board members. April got everything moved to on line due to changes in QuickBooks. The payroll program approved last meeting has been set up. April brought up the request for late fees to be waived due to a medical issue with the husband who was handling the bill payment. The board approved unanimously to waive the late fees but any late fees in the future must be paid. April brought up a government program that waives all of the fees to use credit cards for bill payment, but the program is a manual program requiring hand entered information. No way this will work for all 130 members paying. QuickBooks has a program also, but doesn't communicate with our current billing system. Our current billing system is working on a credit card program but it isn't currently available. The board decided to wait for that program to be available and not make any changes now.

Treasurer's Report:

Becky reported that W-2's and 1099 are done. Already mailed to recipients. Quarterly 941 and SUTA Payroll reports are completed. Becky presented a Budget vs Actual comparison report for 2022. The report shows that we were budgeted to lose \$24,496 but actually made \$3,139. Those results were made possible by the increase of the admin fee along with controlling costs.

Vice President's Report:

Allan talked about the leak on Highway 15 near the Bear Creek Cabins. He has been waiting on J&S Plumbing to come and fix it for more than a month. Also, the leak in our vault is still not fixed. Allan will continue to push them to get these repairs completed. Allan hasn't done anything to fill in the trench due to weather and amount of water sitting in it. There isn't anything to do at this time but Allan will work on getting it filled in once the weather changes.

Next Board meeting will be on March 15, 2023 at 7:00 pm at the PA Fire Station.

Meeting was adjourned at 9:19 pm.

**Minutes prepared by Gary Geisler on January 22, 2023. E Mailed to board on January 22, 2023.
Draft minutes were posted to website for public viewing on January 25, 2023.**