

Pinos Altos Mutual Domestic Water Consumer Association

Regular Meeting

Wednesday November 15, 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; Gabriel Preusch Sanchez, Vice President, Alma Wilson, Treasurer, Gary Geisler, Secretary and Kris Wamsley, Member at Large.

April Matthews, Bookkeeper and Linda Davila, Meter Reader were in attendance. Ann Estensen was also in attendance.

Public Input sign up was closed.

A quorum was proven.

The agenda was approved unanimously.

Minutes from the September 20, 2023 Regular Board Meeting were approved unanimously.

Non-Mandated Business: Public Input

No public input.

New Business:

Approval of New Membership

No new memberships to approve at this meeting, but April brought to the board an issue finalizing a membership transfer previously approved, due to not receiving the funds for the transfer. April has been dealing with this for almost four months. If the transfer is not completed by next meeting, the board will vote again on the membership transfer.

Comportment at Board Meeting

Kris spoke to the board concerning the attitude and rancor from previous meetings. She feels the board should show all attendees how to handle differences in opinions without confrontation. Everyone should have the opportunity to speak without interruptions or admonishments. After a discussion, it was decided that Tom will make a statement at the beginning of each meeting concerning the expected behavior by all individuals attending the meeting. The expected behavior at the board meetings is courtesy, respect, and professionalism. If Tom feels it is necessary at a meeting, he could implement Robert's Rules of Order, where no one speaks unless Tom recognizes them.

Purchase of W-2 Software

April spoke to the need for updated software to process employee's W-2's and process 1099's. She also needs to purchase next year's payroll software. She listed five different software packages that she needs to get to finish this year and to have in place for next year. The board unanimously approved \$704 for all needed software for 2023 and 2024.

Comparison of Profit & Loss Statement to Budget to Confirm Solvency

Alma presented a spreadsheet comparing YTD actual P&L versus 2023 budget to work through the budget process for next year. With this information, it was obvious to the board that even though we are running over budget in some categories, the association is solvent and in great shape financially.

Discussion and Approval of Pay Increase for the Bookkeeper

Tom brought to the board the increase in job responsibilities recently added to the bookkeeper's normal work load. After the board heard all she does, it is obvious that she has been greatly underpaid. The board approved a 45% increase in her salary for 2024. The board also approved a 3.4% increase in salary for the meter reader. Both salary increases will be reflected in the 2024 budget.

Discussion and Adoption of Treasurer's Proposed Budget for 2024

Alma presented her proposed budget for 2024. The board increased the gross wages lines along with some other expense lines. The board adjusted the income line due to the recent water rates increase along with the changes in admin fee for multiple residences connected to one meter. The board also made some minor adjustments to other lines on the budget. The board unanimously approved those changes and Alma's proposed budget for 2024. Alma will present the approved budget with the changes at the January meeting.

Discussion and Revision of Public Input at Regular Meeting Policy (resolution 2-29-02)

After a discussing each section of the Public Input at Regular Meeting Policy, the board unanimously approved changes to the resolution to make it work better at our meetings. Gary will type up the new resolution with the changes and present to the board at the January Meeting for signatures

Unfinished Business from Prior Meeting:

Revisions to IPRA Resolution 2019-01

Gary presented the revised Inspection of Public Records Resolution. Everything in this resolution come directly for the Act itself and from the Attorney General's Compliance to the Act publication. The board unanimously approved the new resolution with two spelling corrections. Gary will present the resolution with the spelling changes at the January Meeting for signatures.

President's Report:

Tom spoke to our free chlorine numbers which were fine. We had a sample rejected due to lapse in CWO's Certification, which was corrected and sample was accepted. Tom talked about a survey he completed for the University of Massachusetts concerning small water systems.

Bookkeeper's Report:

April spoke to lack of response to rate increase notice on last month's water bills. She discussed sending financials for review to Tom each month versus every other month. After the month end, they are locked and making changes is very difficult. Tom and Alma are going to review them every month.

Treasurer's Report:

Alma basically did her report during the budget discussion.

Secretary's Report:

Gary reported that the plaintiff in our lawsuit has filed his appeal and we are waiting to hear the outcome.

Vice President's / Operations Report:

Gabe spoke about the leaks, especially the major leak at Main Street and Hwy 15. Now there are more leaks in that general area. Calls are being made to J&S for repairs. He listed the repairs made in the previous two months and other leaks just found.

Next Board Meeting will be January 17, 2024 at 7:00 pm at the PA Fire Station

Meeting was adjourned at 9:38 pm.