

Pinos Altos Mutual Domestic Water Consumer Association

Regular Meeting

Wednesday January 17, 2024

Pinos Altos Fire Station

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

Board members in attendance were: Tom Gedgudas, President; Gabriel Preusch Sanchez, Vice President, Alma Wilson, Treasurer, Gary Geisler, Secretary and Kris Wamsley, Member at Large.

April Matthews, Bookkeeper was in attendance. Ann Estensen was also in attendance

Public Input sign up was closed.

A quorum was proven.

The agenda was approved unanimously, with a time limit set for new business of one (1) due to the number of new business items to consider.

Public Input:

Tom moved public input in front of the meeting minutes approval as Ann wanted to give her input on the meeting minutes from the November Meeting. Ann felt some things were left out of the previous meeting. She referenced that the salary discussion for the bookkeeper and meter reader should be detailed, with the actual dollar amount of the raises and the final salaries should be included in the minutes. She also expressed concern about the lack of specific references to the numbers involved in the budget. She also feels the minutes overall should be more detailed. Ann stated that the minutes are a record of what was discussed and is a record of the meeting for future boards and should be more detailed, especially concerning financial information.

The November 15, 2023 meeting minutes were approved with the percentage salary increases for the bookkeeper and meter reader included. Gary will make those changes.

New Business:

Approval of New Memberships

There were no new membership approvals needed.

Approval of the Open Meetings Act Resolution for 2024

Gary presented the 2024 Open Meetings Act resolution for 2024. The board approved it unanimously and it was signed.

Flow Testing on Fire Hydrants

The volunteer fire department used to do the flow testing. In 2016 it was moved to the association to complete, according to the fire department. The association has not done the testing and was not aware it was our responsibility. The fire department thought the testing equipment was in the association's possession, but after researching this, apparently the fire department has been in possession of the testing equipment. It was decided that the fire department will do the flow testing on the fire hydrants going forward.

Kings Locks Installation on all Fire Hydrants

April got the keyed alike padlocks in and Gabe will install the Kings Locks. Keys will need to be given to the Fire Department and Linda, the meter reader. Gabe will take care of that.

Board/Bookkeeper Communication

April brought up an issue she is having when sending e mails to the board members. She gets no response and does not know if the e mail was read or receive. It was decided that board members will respond to April's e mails in a timely fashion. If no action is required, a simple response e mail to assure it was received should be sent.

Discussion to Establish Policy Regarding Membership Transfers with Outstanding Balances

April explained the issues she has been having with membership transfers when the property seller has an outstanding balance but the property has been sold. This causes issues with the new owner. She also has had issues when the new owner has not paid their membership fees or deposit while using the water, so the bill goes to the old owner. The system of membership transfers is vague, when there are outstanding balances. This issue was tabled until the next meeting at which time April will bring the existing membership transfers applications and paperwork and her suggestions on what changes should be made.

Discussion on Standard Procedures for Repetitive Board Tasks

The repetitive tasks are the membership transfers, which was discussed in the previous section and the meter installation procedures which are in the next section.

Discussion to Establish Policy Requiring Shut-Off Valves with New Meter Installations

There are no specific procedures for meter installation concerning the shut off valves. Per our operations policy, when putting in a new meter, it is required for the property owner to install a shut off valve on their property. Before we can turn on the water for a new member, we need to return to see if the property owner's shut off valve has been installed. It was suggested that we install the property owner's shut off valve when we install the new meter. The board agreed and Gabe will get with J&S to determine exactly how that can all be accomplished at the same time. He will bring his suggestions on the changes to the operations policy concerning meter installations at the next meeting. The discussion was tabled until then.

Discussion to Establish Policy to Prohibit Digging on Private Property without Permission

Kris brought to the board's attention the issue she had when J&S came to repair the big leak in front of her property. They drove the back hoe onto her property and started digging to look for the leak. Gabe and Allan showed up as they were digging on her property and told the plumbers to get off her property. J&S has never come back to fix the digging that occurred on her property. April is going to

speak to J&S owner about repairing their mess. Kris suggested that some sort of policy needs to be established that there is no digging on private property.

Discussion on Recent Digging on Hwy 15 South of Main Street Junction by Yellow Bike Sign

Based on the issue Kris had on her property and the state of the area after the leak was repaired, the board decided to take pictures of the property around a water line leak before J&S arrives and after to show whether it has been returned to its original state. Gabe suggested a check off form before all repairs to prevent J&S going on private property, the pictures will be included to show the status of the property after repairs. This repair form, will include a property owner's signature if need to get on their property and explanation of the severity of the leak. Gabe and April will put together the form and present at the next meeting.

Development of Plan to Replace Water Mains in Yearly Increments

It was pointed out that most of the leaks, in the past three years, have been in the service lines not in the main lines. The discussion was moved to dealing with the service line leaks. Kris suggested that the board puts together a plan to replace a set number of service lines each year until all service lines have been replaced. This discussion was tabled until the next meeting. Gabe will ask J&S the cost of replacing service lines and bring that information to the next meeting.

Unfinished Business from Prior Meeting:

Final Approval of 2024 Budget

Alma presented the final budget for 2024. The Total Income budget for 2024 is \$126,000. This includes the increase in water rates and additional admin fees. The Total Expenses budget for 2024 is \$146,746. This includes a major increase in maintenance to \$20,000 due to our repair expenses in 2023. The gross wages increased to \$24,000, due to the raises given to the bookkeeper and meter reader. The water purchased line also was increased due to Silver City raising their rates. Based on the budgeted income and expenses the Change in Balance Sheet is budgeted for a loss of \$20,746. The Change in Cash is budgeted for a loss of \$13,135. The board unanimously approve the 2024 budget as presented.

Final Approval of Resolution 2023-02 IPRA

Gary presented the final copy of the Inspection of Public Records Act, which was approved with changes at the last meeting, and it was signed.

Final Approval of Resolution 2023-03 Public Input

Gary presented the final copy of the Public Input at Regular Meetings Policy, which was approved with changes at the last meeting, and signed.

President's Report:

Tom spoke to the total chlorine levels which were a little higher than in the past but still within acceptable levels. He completed the forms for our General Liability Insurance Documents and submitted those forms. Tom informed the board that we have another Sanitary Survey with state coming up January 31st. This is when the NMED sits down with the association and goes over testing

results and procedures, among other criteria. Tom spoke to a new lead service line inventory that is required by the EPA. It is due later this year in October. Tom also informed the board that he found copies of all the easements for the water lines from the 1980's, which have been missing.

Bookkeeper's Report:

April spoke about one disconnect due to lack of payment. She sent out the financials for November and December to board members. The quarterly 942 and SUTA Payroll reports have been completed and submitted. She had a couple Security Deposits to refund and checks were written. She also asked about the renewal for the New Mexico Rural Water Association, which was approved by the board for payment. April spoke to the website storage amount. She asked if she could archive some of the old minutes and agendas so we do not have to pay extra due to the amount of storage on the server. It was approved by the board.

Treasurer's Report:

Alma said the 1099s and W-2s have been completed and sent. Alma discussed the final year end 2023 P&L. The Total income for the year was \$132,848, versus a budget of \$101,300. The difference was due to \$12,000 in connections fees and \$6,539 in installations fees. The total expenses for the year were \$146,987, versus a budget of \$114,896. The main reason for the increase in expenses was the \$18,831 in repairs versus a budget of \$7,000. Also \$8,786 in installation fees, which was not budgeted for as it depends on new member's meter installation. The net operating loss for the year was \$14,130.

Secretary's Report:

Gary informed the board that nothing is happening on the lawsuit, at this time, as the Appeals Court has not rendered any decisions or requested any information.

Vice President's/Operations Report:

Gabe told the board about the leak repair on the service line to the fire hydrant at the Fire House. It was discussed to put in a meter on that service line before the hydrant. Gabe was going to look at the service line size and see if we have a meter to fit that line, if not he will bring the service line size to the next meeting for approval to purchase the correct size meter. There was a leak behind the Buckhorn on Spring Street but the leak was on the property owner's side, so we turned off the water at the meter until it was repaired.

Next Board Meeting will be March 13, 2024 at 7:00 pm, which is the second Wednesday instead of the third Wednesday, due to scheduling conflicts.

The meeting was adjourned at 9:37 pm.

