

Pinos Altos Mutual Domestic Water Consumers Association
Regular Meeting
Wednesday September 11, 2024

Meeting called to order at 7:20 pm by Tom Gedgaudas.

Board members in attendance were: Tom Gedgaudas; Gabriel Preusch Sanchez; Ann Estensen; Mark Johnson; and Kris Wamsley.

April Matthews, Bookkeeper and Linda Davila, Meter Reader were in attendance. Also in attendance were John Daggers and Greg Gorey.

Public Input sign-up was closed.

A quorum was proven.

Agenda was approved 5-0.

Board President's reminder stated by Tom: Before we start, I want to remind everyone. We are all here for the same purpose. We may have differences of opinions at times, but please treat others as you would like to be treated. (It's the simple Golden Rule. It's nothing complicated folks.) Meetings will be conducted with courtesy respect and professionalism. I ask that you don't talk over one another. Should it become necessary we will invoke Robert's Rules of Order to facilitate things.

Old Board members will remember that we approved the Thumper last meeting. The Thumper is that if side conversations start, I will knock on the table several times in succession. This means: Hey, please listen to the person that is talking and don't talk to someone on the side. Ann raised her hand and was acknowledged to speak. She mentioned that Kris as the Member at Large, according to our Board Notebooks, is supposed to be a Parliamentarian. Perhaps Thumper should be her job, if she is re-elected to Member at Large. Both Tom and Kris agreed that it would work for her to be the Thumper instead of the Board President.

As the expected time frame was included for each agenda item listed on the Agenda. Gabriel stated that he would like to use his timer to keep track of the exact amount of time actually used for each item. In this way, going forward with improving efficiency, the time frame can be adjusted on the Agenda and within the operation of the meetings.

Changes/Approval of Minutes from July 17th Regular Meeting (10 minutes)

There was some confusion (prior to the approval) about whether the Secretary had previously received the corrections for the Minutes and had in fact corrected and re-emailed the corrected Minutes for posting at the Website two (2) days prior to the deadline. After some discussion, April and Tom were able to verify that this had been done.

Minutes from July regular meeting were approved as previously amended 5-0. (actual time 5 minutes, following resolving confusion)

Non-Mandated Business: Public Input (10 minutes)

There is none.

New Business

Election of Officers (15 minutes)

Tom asking how we want to approach the election of officers. Mark stating that he would like to be the President. Tom acknowledging Mark's request, then asking what other Directors would like to be. Ann stating she would like to be the Secretary. Kris stating she would like to be the Member at Large. Gabe stating he would be willing to be the Vice-President. Tom reporting he is fine with being the Treasurer as he is a retired accountant and treasurer makes more sense to him. Also he has been working with April since Alma quit and is familiar with the Association financials.

Tom stating that usually the President is our ex-officio person, so if Mark becomes President we will have to change a number of things with the Secretary of States Office and NMED. Mark reports being aware of the changes that will need to take place.

Tom then asking if the Board wants to vote the officers as a slate or vote individually. Tom requested a motion. Ann moved to vote the slate of officers, rather than individually. The slate would be: President, Mark Johnson; Vice-President, Gabriel Preusch Sanchez; Treasurer, Tom Gedgaudas; Secretary, Ann Estensen; Member at Large, Krisandra Wamsley. Gabriel seconded the motion. Officers slate approved 5-0. (actual time 4 minutes, 15 seconds)

Mark stated: As the new President I will take over the meeting. He stated that he did not know if the Board had read the Resolution page on the website. There are a bunch of Resolutions from 2012 that lead to conducting a much more "chop-chop" meeting and getting through things. One thing that Mark stated that he wants to change, is that there are many things that are talked about during a meeting, that could just as easily be read. The various reports could be written as a brief paragraph by each of the Directors stating what they want to report. Mark continued, if you look at those Resolutions, they give certain financial authority to various Directors to spend within a specific amount at his/her discretion. Tom asked for Mark to pull the Resolutions, save as PDF and send copies to all Directors. Mark agreed to do so. Mark gave an example of the information that might be included in the report: amount of money spent at Director's discretion; itemized list of items bought; any policy items Director wants on the next agenda; any changes to posted draft minutes. Directors then send their reports to all the Board members and everyone reads the reports of others. Mark will then put on the agenda the items suggested from the reports, Ann will modify the draft minutes in accordance with suggestions that Directors have made. Mark stating that this will assist with decreasing the time spent in the meetings.

April responded that currently Ann completes the minutes and sends them out to everyone within five (5) days. The other Board members then may respond with corrections if they have any and return the suggestions to Ann so that she is able to make the corrections and return the corrected draft to The Board members and to April for posting at the website by the 10th day. April added that approval of the minutes is usually a one (1) minute deal at the meeting. The time tonight was simply related to Tom not recalling sending changes or receiving the corrected draft of the minutes according to the protocol.

Mark responded let's just try it. This is why we will write one (1) email. Mark continued, the draft is to be amended at the next meeting. Tom responded, it's to be approved. The final draft of the Minutes currently needs to be posted in ten (10) days. Tom continued to say, that means that everybody needs to get their Report ready between five (5) and ten (10) days after the last meeting. He does not believe that can happen. The discussion continued with everyone adding their interpretations and expressing confusion about the proposed plan and how it might work. Tom reported he liked the idea of the written Reports, but did not agree with the time frames of sending the Minutes and the Reports. Finally it was explained more clearly by April and by Mark, as they both had had previous Board experience with this method of managing the communication among the Directors. At several points during the discussion Kris had to use her parliamentary skills to remind members to not interrupt and to allow others to finish speaking.

The proposed plan as finally stated by Mark was: the Directors reports will be due 10 days to 2 weeks prior to the next Regular Meeting of the Board. The Reports and the correction of the Draft Minutes are two entirely separate items. When the Report is submitted, the corrections to the Draft Minutes is an appendix to the Report. It has nothing to do with the Report. It has only to do with the correction to the Draft Minutes. For example, Gabe is going to write a Report that says I fixed this leak, I spent this much money. He's going to add onto that Report any corrections he would suggest to the Draft Minutes. The Secretary will get the suggested corrections, appended to the Reports, sent 10 days to 2 weeks prior to the next meeting. (The Reports will go into the next set of Minutes, which will be the result of having the next meeting.) The Reports with appendices: (1) recommendations for the agenda of the next Board meeting and (2) possible corrections to the Draft Minutes, will be emailed to *all@pamdwc.org*.

Mark requested to try the plan and then we can amend it if need be. He suggested the Reports would be due 2 weeks before the next meeting. Tom objected to the plan and wanted to hear someone make a Motion about it so everyone could vote on it. Tom said he did not like the combination. Mark stated he wanted to show how this works and everyone can read the Resolution that is already part of this organization. It is Resolution 2012- 04-something. Mark stated that he would say "Hearing no objection we will do this." If you have an objection, you can say "Point of order, I want to have a roll call vote on it." Mark stated that 95% of what we will talk about we will agree to and we will have consensus on it. Mark said "I move that we submit a report, with a deadline of 2 weeks before the next meeting, as described in our discussion and hearing no objection," April and Tom stated objection and asked if anyone else objected. Mark then asked if they

wanted a discussion. Gabriel responded with a Point of Order that this is not in our New Business. Tom adding that we had spent 40 minutes talking about something that is not on the Agenda. Tom reiterated that he liked the Report idea, but did not like combining the two. Mark suggested that we move on then. We will do the Report then. Mark stated, "hearing no objection (ie, approved unanimously) we will do the Report to be submitted two (2) weeks before the next meeting and will do the Minutes as they have been done, this time." Mark will make a policy proposal for the next time.

Approval of New Memberships (5 minutes)

April stating that we have one (1), for 9 Placer. It was sold. There is no meter on the property. They have paid all their fees and have all of their paper work in. April did their approval as she usually did. She just needs the Boards approval to approve it. Mark stated, "hearing no objection (pause), the membership is approved." Mark then instructed, that if someone had objected, they would state "Point of order." (actual time, 1 minute)

Discussion and Approval of NexPay as Option for Members to Pay Bills (15 minutes)

April reported that NexPay is an online system that costs the Board nothing and allows people to pay their bill online. We can as a Board, send a text message to our members that are part of the NexPay system, for things like water leaks and emergency repairs, which costs members nothing and is minimal charge (\$.10) to the Association. There is no cost to the Association to allow members to pay online. Members can set-up, reminders to pay their bill, pay their bill online, see how much they owe online. The cost to members depends: 2.35% if they use a credit card to pay up to \$500. Fee is \$2.75 for \$0-\$250 if member uses a bank and debit card. \$250 to \$5000 costs 2.75%. Echeck is \$2.00. Pay by phone is the same fee based on the amount paid.

Mark asked if there is a no-cost option for the member and there is not. Mark asked how the Association gets the money and April reported that NexPay puts it in the bank account. April then downloads a file from them that has files for everybody in it and she brings that into the system.

Gabe summarized: so this answers the question of how do I pay my bill online; the Association does not have a current way for members to pay online; this seems like it's going to cost a couple of bucks for that convenience. April reiterated that it costs the Association nothing. Mark added, it is something else for the Board to administer. Mark asked how April would inform the members. April reported she will start with putting it on the back of the billing cards, post it on Facebook, send an announcement to the announcements page, and see how many people respond. Mark asked if the Board should say this is a proposal, we will try it out if you are interested. April reported that she thinks we are past that point because this is our second meeting on it. April reported that we were going to vote, sign the contract and try it for a year and see if people bite. April will have to upload the billing file, then download the payment files and bring them into the system, and get the set-up done. It really does not cost the Association anything but a little bit of April's time which may be off set by the time it takes to type the checks in and take them to the bank. It also is a convenience to the members. Mark asked if it will be continued after the first year and April reported probably not if not many members are

using the system. Mark suggested that perhaps more information for members initially would be a good idea. Tom agreed that something should be written up, more than just the announcements April mentioned. Mark asked if we should write a letter to the members. Gabriel said that we should move on this. April to write something up, since she knows more about the software, and get it approved by the Board. Mark restated, so it sounds like we are going to go ahead and sign the contract, then somebody is going to write an explanation to convey to the members, and send it to the Board for approval. Tom and Mark told April that she should not be signing contracts for the Association. April will send the contract to Mark for signing. Mark stated “so that was the Motion and hearing no objections, we have agreed to it (ie, approved unanimously).” (actual time 13 minutes)

Unfinished Business from Prior Meeting

Discussion and Approval of Planning Grant Application (tabled at July 17 meeting) (20 minutes)

Tabled again until the Audit with the state Auditors Office is completed. Treasurer is the contact person for this process.

President’s Report (5 minutes)

Monthly Water Sample Quality for Free Chlorine: July .40 Aug .30 Sep .32

(0.2 to 0.5 mg/L is desired; maximum contaminant level [MCL] is 4.0mg/L)

Update on Agreed Upon Procedures/Audits - Tom had heard nothing new. He reported we do not pull together all of our data until a firm has excepted it. Tom reported additionally that he talked to Manny at the State Auditor who said the reason most places get rejected is because they cannot come up with the required information. Tom reiterating that the Board needs to provide 14 past years of information. April reported she has found much, but not all of the information.

Bookkeeper’s Report

Late Notices and Disconnects: 14 late, 4 disconnects. One is over 90 days overdue and needs to be turned off. They have until the 18th, then it will be turned off and it’s \$100 to turn it back on. There are two (2) others that are also over 90 days. At 60 days, members get a pink billing card that warns them of the imminent shut off at 90 days. April suggested that possibly the NexPay system could help solve problems like this. Mark asked if the highlight on the billing card was all they get? He questioned, not a letter with warning and information about possible water shut-off? April reported no, only highlighted on the monthly bill. Mark responded that he has not really paid attention to warnings added to the billing card. April reported that warnings are highlighted at the top. Water has never been disconnected without calling the member first to let them know. April asked the Board what to do about these 90 day delinquencies. Tom reported that April should give them a call and let them know water will be shut off on the 18th and if they can meet April at a specified location and give her a check for the outstanding balance all will be fine, otherwise Gabriel will go out and lock the meter, which will be pulled after 180

days. April added that charges continue to accrue up to 180 days, at which point the meter would be pulled, so the Association is not paying Access fee to Silver City. Then deactivate the account. Then members must pay \$500 plus everything that is due on the account in order to get water again. April to call members tomorrow and Gabriel to follow through with locking as necessary.

Financials for July and August - Financials were sent to all Board members.

Quarterly 941 Payroll and SUTA Reports - These will be done at the end of the month.

Treasurer's Report

Tom reported that there is not much to say. This was reported at the last meeting. Mark asked how much is depreciation these days? Tom reported, for 12 months it ran \$5074.

Tom reported most things have been depreciated. April reported monthly depreciation is \$634.25. It does not change.

Secretary's Report

Ann reported there is no report.

Vice President/Operations Report

Gabriel reported 4 leaks over the past 2 months: 3 service lines and one was the main. All fixed through J&S. They responded quickly. Gabriel provided the reports that give all information about the leaks and repair. To asked about the before and after photos.

Gabriel responded they are on his phone. April suggested he can text her the photos and she can put them into he system with the billing and work sheet.

Gabriel reports still having problems with regulating the inventory. Gabriel trying to get Matthew up to help resolve the issues with what should be in the inventory.

Mark stated he would like to have a meeting in one month to test out the new procedure for reporting. The meeting date will be Wednesday October 16 at 6:00. Minutes done as they have been done. Reports will be due by Friday the 4th and no later than Sunday the 6th. Mark to make the Agenda and send it out.

Hearing no objection (ie, approved unanimously), the meeting is adjourned, by Mark. Time 8:40.

Minutes prepared by Ann Estensen on September 17, 2024 and emailed to the Board and Bookkeeper September 18, 2024 for corrections. Draft Minutes to be posted at the website by September 21, 2024.