

## **PAMDWCA Board Meeting Minutes 12/18/2024**

Note: All votes were unanimous except where specified

Meeting was called to order at 6:02p, agenda was approved with agreement to docket declaration of solvency and no excess funds for the next meeting.

Attendees: Board members T. Gedgaudas (treasurer), K. Wamsley (at large), G. Preusch (vice president), M. Johnson (president, presiding); Bookkeeper A. Matthews; Meter Reader L. Davila; Association Members: C. Gadda, S. Zager. A. Estensen (secretary) was absent.

There was no public input.

As new business, a resolution (v, president's report) to adopt a modified version of Robert's Rules of Order for the conduct of board meetings did not carry: Gedgaudas and Pruesch nay, others aye.

A motion for to close the meeting for discussion of limited personnel matters was unanimously approved by roll call. Upon return to the open meeting, the presiding officer stated that discussion in the closed meeting was of limited personnel matters only. In the closed meeting it was resolved to provide a 2.5% salary increase to each employee, effective 1/1/2025: Johnson voting nay, the others aye. A motion to form a committee of Preusch and Wamsley to make recommendations for the Association's handling of employment related matters was adopted.

Questions regarding the officers' and bookkeeper's reports (attached) were asked and answered.

As unfinished business, the tabled motion for rescission of the Nexbillpay order was not taken from the table. There followed a discussion of a proposed questionnaire (v, president's report, attached) to elicit member information; amendments were suggested; the amended questionnaire will be considered at next meeting.

New memberships for meters 148 and 63 were approved; the proposed 2025 budget (v, treasurer's report, attached) was approved as amended; and, it was agreed that Preusch would

schedule a time for board members to inventory and organize the equipment shed.

The meeting was adjourned at 7:40p, after setting next meeting for 1/15/2025.

Attachments: bookkeeper's, president's, vice president's, treasurer's and at-large member's reports.

**December 8, 2024 president's report for the  
December 18, 2024 board meeting**

1. Corrections/amendments to draft minutes for October 16, 2024:  
none
  
2. Time & expense

payment webapp	37 hours
Kris	2.5 hours
questionnaire	2.5 hours
agenda	2 hours
Ann	2 hours
miscellaneous	2 hours
report	1 hour
Tom	1 hour
review minutes	0.5 hour
  
3. unfinished business: discuss/amend proposed questionnaire and cover letter, v, appendix A, vote to send with February water bill
  
4. unfinished business: move the Board to not take the rescission of Nextbillpay from the table
  
5. move the Board to adopt this resolution:

“To improve orderly conduct of Board meetings:

Whereas, The Association's Articles and Bylaws specify no specific rules for the conduct of meetings, therefore be it Resolved, That Board meetings be conducted under Robert's Rules of Order Newly Revised in Brief, 3<sup>rd</sup> Edition, modified as follows:

1. Each speaker shall be limited to two minutes at a time, with each member having the right to speak twice;
2. Motions to extend limit of debate or call the previous question shall require a simple majority to pass.”

**Appendix A**  
***Important Questionnaire for Pinos Altos MDWCA Members***

**\$3**

Dear Association Member:

Your PAMDWCA Board is looking for ways **reduce the \$25 monthly administrative fee**. One way to do this is to reduce mailing and paper check processing expense.

Therefore, **we ask you to complete and return the attached questionnaire**. This should take **less than five minutes**.

As an inducement, the **water bill** you receive in March 2025 will be **reduced by \$3 if you respond completely by February 28**.

Return your completed questionnaire by mail to:

PAMDWCA  
POB 1798  
Silver City, NM 88062

You may return it with your February water payment.

You may also complete the questionnaire online at:

<https://pamdwca.org/questionnaire>

Sincerely,

Ann Estensen, Secretary

Enclosure: 2 page questionnaire

**ACCOUNT # ???**

1. Do you have a checking account? **Yes** or **No** (please circle one)

If you answered No, would you be willing to open a no-fee checking account? **Yes or No**

2. Do you have a landline phone? **Yes or No**

If you answered Yes, what is your landline phone number:

(\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

3. Do you have a cellphone? **Yes or No**

If you answered Yes, what is your cellphone number with area code:

(\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

If you answered Yes, do you use text messaging (SMS messages) on your cellphone? **Yes or No**

If you answered Yes, which network provides your cellphone service?

**Verizon** or **T-mobile** or **Other** or **Don't Know**

4. Do you have an email address? **Yes or No**

If you answered Yes, what is your email address:

\_\_\_\_\_@\_\_\_\_\_

If you answered Yes, are you willing to receive monthly water bills by email? **Yes or No**

5. Are you willing to pay your monthly water bill online? **Yes or No**

6. Are you willing to receive water service interruption notifications by email and/or text message? **Yes or No**

7. Do you want any other people (household members, caregivers, renters) to receive digital water service interruption notifications?  
**Yes or No**

If you answered Yes, please fill in this table:

	person #1	person #2
name		
email		
cell #		
network		

8. Please add any comments you wish to make:

## VP report

19/9 Post minutes 10  
min  
12/8 Call from Mark with new meeting date and to post minutes  
2 min  
11/30 Replaced Meter and Y stand  
180 min  
11/28 investigated 39 Norton  
30 min  
11/27 received call on 39 Norton  
5 min  
11/24 talked with Tom about blue stake  
15 min  
11/23 met repair crew. Repaired leak  
120 min  
11/22 met Mat J&S marked leak  
20 min  
11/20 Went to scheduled meeting, met Linda, meeting cancelled  
20 min  
11/18 Called J&S and scheduled repair of leak on Spring St  
10 min  
11/16 Checked leak on Spring St  
30 min  
10/28 spoke to Chris Schaefer about new install at 9 pacer  
5 min  
10/24 verified water lines at 9 pacer  
20 min  
10/23 spoke with April about new meter install at 9 pacer  
5 min  
10/18 researched CWO courses  
90 min

### Meeting Item-

Our equipment storage area is a mess with old and new parts and equipment. Inventory and stock levels need to be determined, organized and ordered.

gabe

## Treasurer report

October's income statement was a 180 degree turnaround from Sept. PAMDWCA had net income of \$7,311 after a net loss of (\$7,470) the prior month. It is reflective of the vagaries of accounting on a cash basis (booking revenue & expenses only when cash is received or disbursed). Water revenue of \$14,628 was the highest amount received all year. This was expected, given that in September, only \$7,452 was taken in (2nd lowest amount). Coupled with minimal expenses, we now show a net loss YTD of (\$3,474) compared to a budgeted loss of (\$17,288). Two expenses account for this, Water Purchased is \$3,997 under-budget while Maintenance & Repair is \$15,945 under-budget. These make up for Water Revenue also being under-budget by \$5,932. I have had initial contact with Beasley, Mitchell & Company, the CPA firm engaged to perform the 14 years of Agreed Upon Procedures (AUPs) in lieu of full blown audits. Since the New Mexico audit rule limits firms to performing only 10 years of audits or AUPs, I asked the Office of the State Auditor for an exemption which was granted. I also sent Beasley, Mitchell & Company 15 years of trial balances as requested. At this time we are waiting for them to proceed with the engagement.

Our initial lead service line inventory was filed with the NMED. I also submitted an application to use the SWIFT platform that NMED has designated as their portal for processing the inventory and two additional documents. After some technical glitches I worked through Aaron Beckworth, our NMED Compliance Officer, we are set up on SWIFT. I have already spent several hours updating the inventory with additional service line address information. In talking with Aaron, he mentioned he will no longer be our Compliance Officer after 11/1/24, having accepted a transfer within the NMED to the Engineering Dept and will be based in Santa Fe. His replacement has not been named yet. Aaron has been a great resource and will be missed.

Attached to this report is a preliminary 2025 PAMDWCA Budget for your perusal. Included in it is a budget-to-actual comparison through October. Both the budget & PAMDWCA's solvency will need to be discussed, changed, and/or approved at the meeting per NMSA 3-29-12 (C) & Bylaws VII (4) & (5). Since employee raises of 2.5% are included in the budget (based on previous Board's directive tying raises to the Social Security Administration's annual cost-of-living adjustment), a closed session must be on the agenda given the resolution passed at October's meeting. A loss of (\$9,321) is initially projected with a reduction in cash of (\$1,710). Feel free to email any questions, suggested changes, etc. prior to Nov's meeting or hold them for that discussion.

PAMDWCA had a loss of (\$4,288) in Nov. There were no out-of-the ordinary expenses that account for this, it is tied mainly to our gross margin (water revenue minus water expense). The 2nd lowest monthly water revenue of the year, \$5,957, was exceeded by our water expense of \$6,032. This is the first time all year we had a negative gross margin. Through Oct, our gross margin averaged 44.6% -- for Nov it was (1.3%). This should rebound in Dec as members' late payments are received & deposited this month. Year to date, we now have a loss of (\$7,762) compared to a budgeted loss of (\$19,017). So our net income is \$11,255 greater than originally projected. The main factors for this were: Maintenance & Repair being under budget by \$17,611 and Water Expense under by \$3,714. These items made up for Water Revenue being under budget by \$12,274 while Legal & Professional Fees were over \$1,671 and Postage was over \$1,101.

April & I have a virtual meeting on Tues. afternoon, Dec. 10<sup>th</sup>, with Dahlia Garcia of Beasley, Mitchell & Co., the audit firm I mentioned last month. This is our initial meeting to go over the scope of the Agreed Upon Procedures they will be performing. Attached is the notice on our lead service line inventory that had to be posted to the website in November to meet federal requirements. We still need to follow up with the 93 members who did not respond to our first survey letter which asked them to identify the service line material on their side of the meter. It is extremely unlikely

any of those lines are lead. Nonetheless we are still required to update the inventory filed with the NMED with the actual material of which their lines are made on at least an annual basis. I will compose a letter to send to these 93 members & send it to everyone prior to meeting.

### **Lead Service Line Inventory Summary for PAMDWCA** October 2024

The initial inventory of service lines was submitted to the New Mexico Environmental Dept. on October 14, 2024. This was required by the Environmental Protection Agency as the first step to determine AND replace all lead service lines in water systems. Our entire water system was installed in November & December of 1987. This was after New Mexico banned the use of lead in water lines and plumbing fixtures on April 1, 1987. Prior to that, local plumbing supply houses were not known to carry lead pipes historically. Based on these two facts, PAMDWCA is confident that there are no lead service lines running from our water main lines to the meters and from the meters to our members' residences or businesses.

All members were asked to examine their service lines where they entered their home and to perform "scratch & magnet" testing if necessary to determine the actual material of their service line. Including properties with multiple residence, there are a total of 170 service lines in our system. 65 of these lines are some type of plastic, usually polyethylene or PVC. 9 lines are copper while 1 line is plastic and copper. Two (2) lines included galvanized iron but since there have never been lead lines upstream of these pipes, that is not a concern. The material of the other 93 lines is unknown at this time due to members not responding. We will follow up with these members to determine the specific material of their lines. This will be done by letter, phone calls, or in-person visits until the material of all lines in question can be definitely classified and reported to the NMED as required by federal law.

If you have any further questions about the inventory or your own service lines, please email "[treasurer@pamdwca.org](mailto:treasurer@pamdwca.org)" or leave a message at 575-654-6461 with your name & phone number and we will call you back.

Pinos Altos Mutual Domestic Water Consumers's Association  
Preliminary Budget 2025

	FY 2024	Budget	Actual Jan - Oct	(Over)/ Under	% (O)/U Budget	Projected thru Dec 2025 Budget	Preliminary 2025 Budget
Admin Fees	50,000	41,667	40,025	1,642	4%	48,030	48,300
Installation Fees	-	-	4,000	(4,000)	#DIV/0!	4,000	0
Interest & Dividends	1,000	833	1,230	(397)	-48%	1,476	1,625
Membership Fees	75,000	-	50	(50)	#DIV/0!	60	0
Billed Water	-	62,500	56,568	5,932	9%	67,882	70,777
<b>Total Income</b>	<b>126,000</b>	<b>105,000</b>	<b>101,873</b>	<b>3,127</b>	<b>3%</b>	<b>121,448</b>	<b>120,702</b>
<b>Expenses</b>							
Water Purchased	69,000	57,500	53,503	3,997	7%	64,204	65,141 + 630 = 65,761
Gross Wages	24,000	20,000	19,480	540	3%	23,352	23,936
Contract Labor	2,000	1,667	1,500	167	10%	1,800	2,000
Dues & Filing Fees	200	187	186	1	0%	199	200
Installation Fee Expense	4,600	3,833	4,600	(767)	-20%	4,600	1,250
Insurance	3,000	2,500	3,055	(555)	-22%	3,055	3,208
Legal & Professional Fees	2,500	2,083	3,982	(1,979)	-90%	4,755	2,000
License	500	417	-	417	100%	-	0
Office	1,000	833	1,246	(412)	-49%	1,495	1,686
Maintenance	20,000	16,667	722	15,945	99%	866	10,000
Mileage	1,700	1,417	1,501	(84)	-6%	1,801	2,000
Postage	1,000	833	2,018	(1,185)	-142%	2,422	2,000
Storage Rental	360	300	-	300	100%	-	400
Payroll Taxes	2,200	1,833	1,553	280	100%	1,863	1,910
Training	500	417	-	417	100%	-	0
Water Sampling	250	208	-	208	100%	-	0
Office Equipment	1,000	833	1,434	(600)	-72%	1,720	1,000
Depreciation	7,611	6,343	6,343	-	0%	7,611	7,611
Miscellaneous	25	21	10	11	52%	12	25
Service Charges	-	-	-	-	#DIV/0!	-	0
Gross Receipts Tax	5,300	4,417	4,275	141	3%	5,130	5,656
<b>Total Expenses</b>	<b>146,746</b>	<b>122,288</b>	<b>105,348</b>	<b>16,941</b>	<b>14%</b>	<b>124,886</b>	<b>130,023</b>
<b>Net Income (Δ in Bal Shd)</b>	<b>(20,746)</b>	<b>(17,288)</b>	<b>(3,474)</b>	<b>(13,814)</b>	<b>80%</b>	<b>(3,438)</b>	<b>(9,321)</b>
<b>Change in Cash</b>	<b>(13,135)</b>	<b>(10,946)</b>	<b>2,868</b>	<b>(13,814)</b>	<b>126%</b>	<b>4,173</b>	<b>(1,710)</b>
<b>(eliminate depreciation)</b>							

## **at large report**

time spent:  
Mark, 2.5 hours