

Alto Lakes Water & Sanitation District Final Meeting Minutes for October 28, 2010

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, October 28, 2010** in the Conference Room of the ALW&SD Office located at 214 Lake Shore Drive, Alto, NM.

Call to order and roll call

Chairman Adamy called the meeting to order at 9:00 AM, and Asst. Secretary Brewington conducted roll call. Directors Adamy, Parker, Decker, and Knorr were present; Director Pope was absent.

Pledge of Allegiance

Approval of minutes for September 23, 2010 Regular Meeting

Director Parker made a motion to accept the minutes of the September 23, 2010 Regular Board Meeting as presented. The motion was seconded by Director Knorr and carried unanimously.

Approval of minutes for October 22, 2010 Special Meeting

Director Parker made a motion to accept the minutes of the October 22, 2010 Special Board Meeting as presented. The motion was seconded by Director Decker and carried unanimously.

Approval of agenda

Director Knorr made a motion to approve the Agenda as presented with the exception to allow the Chairman to address the other agenda items in the order that best facilitates the meeting. The motion was seconded by Director Parker and carried unanimously.

Consent Agenda

1. **Expenditures** Purchases/Payroll/Accounts Payable. Office Manager Brewington reported that there were no purchases, payroll, or accounts payable requiring Board approval.
2. **Approve Leak Credits** Office Manager Brewington reported there was one qualifying leak credit request totaling \$1,713.16.
3. **ACH Payments** Office Manager Brewington reported that online payments totaling \$15,396.41 were made during the month of September.

Director Knorr made a motion to approve the consent agenda items as presented. Motion was seconded by Director Decker and carried unanimously.

Reports

District Manager's report

Water system update The system is currently operating well with all production goals being met for domestic, commercial and irrigation demands. Gallons produced totaled 11,915,584 in September, versus 10,902,684 gallons sold after billing adjustments, resulting in a loss of 8.5% adjusted to 8.3% after factoring in leaks and flushing. Residential usage per meter is down from August by 2%. Water usage per month is down approximately 410 gallons/month per meter over the same period last year even factoring in 33 more active accounts. Year-to-date Domestic & Commercial sales are 0.25% under budget projections and Irrigation sales are 28% under budget. Water customers continue to report cleaner water filters and softer water.

Wastewater system update Required treatment goals are being met at this time, but the system is still in violation of permit due to discharge location.

Solid waste update The September lease payment from Greentree Solid Waste Authority was received as required. Manager Edington presented solid waste pull statistics for September; there were 6 pulls with 135 cy's of green waste from the Greentree Collection Center, generating \$160.65 collected fees. There were 3 pulls with 24.24 tons of Trash, 1 pulls with 34 yds cardboard, 5 pulls with 80 yds of paper, no ash, 1 pull with 3 yds aluminum cans, no miscellaneous pulls, with \$246.25 Misc. fees collected, and no metals roll-offs pulled, with fees of \$42.00 collected.

Customer issues None

Personnel update Manager Edington reported that new employee, Joey Saiz, is doing well; Field Supervisor Osborn really likes his capability and positive attitude.

Regulatory update Manager Edington reported that the tri-annual required NMED-DWB Sanitary Survey was conducted on October 14, 2010. The Sanitary Survey is an inspection of the drinking water system, covering management, operations, regulatory compliance, maintenance and security. Security issues were touted on Wells S-6 and E-2 and Storage Tank access. Well S-6 requires wellhead protection to divert trucks and golf carts from the pitless adapter; removable bollards will be installed. Well E-2 requires wellhead protection as well, i.e. a dog house type cover or fence due to the well's remote location. The Storage Tanks requires access protection; i.e. a small fence and gate at the tanks ladders.

Projects report

Manager Edington presented an updated Project Schedule to include:

1. WTP Phase I The second construction progress meeting was held on October 19th and attended by Keith Rutherford, engineer, with Parkhill, Smith & Cooper; Anthony Valdez, owner, SWCM; David Edington, district manager and Steve Osborn, field supervisor, ALW&SD; and Dan Knorr, ALW&SD Board Director and engineer who has volunteered to help Edington and Osborn oversee the project. The first pay request was submitted by the contractor on Oct.19th and was engineer certified. Manager Edington reviewed and signed it, then sent it to NMED-CPB for review and to NMFA for payment.
2. PRV Distribution Upgrade – Edington is working on a new RFP for the project which will allow the District to reimburse itself from loan funds.
3. Distribution A – Edington had received the finance approval notification letter on September 30th. The letter outlined several readiness to proceed items; i.e. Matching Funds Resolution, NMED and OSE verifications, etc. Most are basically resubmissions of paper work originally submitted with the application.

Office Manager's report

Administrative update Office Manager Brewington advised that the annual ALW&SD audit was conducted October 4th through the 8th. The due date for Audit Report submittal to the Office of the State Auditor is December 1st.

Financial reports Brewington presented and reviewed the September 2010 Balance Sheet which includes year-to-date comparison with previous year, the breakout of capital reserves, and the Revenues and Expenditures with comparison to Budget Report by category.

Regular Business Agenda

Board Member Reports None

Discussion and possible action on Distribution Phase A Engineering RFP

Manager Edington advised that Souder, Miller & Associates (SMA) cannot, under General Service's Contract Procurement Code, Submittal Clause 13.154.1, subpart 13.154.11A, provide engineering on Distribution Phase A for both design and construction services under the current ALWSD / SMA contract engineering services. Options include: 1) rewrite SMA's contract for design services only and RFP for construction services, or 2) RFP for design and construction combined in one contract.

Director Knorr made a motion to approve Option 2 and to incorporate any changes in the RFP recommended by the Professional Technical Advisory Board and then publish it. Director Parker seconded the motion which carried unanimously.

Chairman Adamy appointed Director Knorr and Director Decker as the RFP Professional Review Committee as available.

Approve revised Water Trust Board funding match resolution

Chairman Adamy presented Resolution 2011-05 which amends Resolution 2011-03, setting aside local matching funds of \$360,002, reserved and dedicated for use solely and exclusively for Engineering, Design or Construction of the project Distribution System Upgrade Phase A, thereby to serve as the cash match required as a condition of funding by the Water Trust Board and the New Mexico Finance Authority.

Director Decker made a motion to approve ALW&SD Resolution 2011-05 as presented. The motion was seconded by Director Knorr. Upon roll call, Directors Adamy, Parker, Knorr and Decker approved the motion unanimously.

Report on Lincoln Hills trustee inquiries regarding Lincoln Hills' water system

Chairman Adamy and District Manager Edington had met with Mr. Lee Griffin and Mr. Jeff Hasteley who had requested discussion regarding the water system at Lincoln Hills and the feasibility of ALW&SD taking over the LH residential water system. Adamy advised them that the golf club is ALW&SD's customer and the only reason we would even consider residential service; however, LH's low water production capacity creates a problem. The District's water system is in very good shape and our customers cannot subsidize the LH's system. They were advised that they would have to file an official request with ALW&SD for residential service, acquire hydrology studies, insure water production capacity with a new well and provide the water rights to go with it to advance any future consideration.

Discussion and possible action on Household Wastewater Management Program

The Directors reviewed the outcome of the October 23rd Open Hearing on the ALW&SD proposed Household Wastewater Management Program, expressing disappointment in customer assumptions and reactions. They felt that ALW&SD's main point of saving money for District customers was viewed as irrelevant by the customers present, with the main focus being their perceived government involvement in their private property matters.

Directors' ideas were proposed for consideration to include: 1) provide customers with septic regulations and maintenance education, 2) reminder notices for septic inspection and pumping, 3) one-time voluntary participation of low bid riser and effluent filter installation, 4) voluntary low bid septic pumping schedule participation, 5) recommendation of riser and filter installation at time of house transfers.

Director Knorr made a motion to not implement the Household Wastewater Management Program as originally proposed. Director Decker seconded the motion which carried unanimously.

Director Adamy made a motion to have District Manager Edington develop a Septic Education and Reminder Program for future Board consideration. The motion was seconded by Director Decker and carried unanimously.

Discussion and possible action on holiday meeting schedule

Manager Edington outlined the upcoming holiday schedule when ALW&SD office will be closed, to include: November 11th for Veterans Day, November 25th & 26th for Thanksgiving, December 23rd and 24th for Christmas, and December 31st for New Years. Chairman Adamy made a motion to schedule November's Regular Board Meeting on Thursday, Nov. 18th, and to cancel the December Regular Meeting and hold a Special Meeting if required. Director Decker seconded the motion which carried unanimously.

Signing of Official Documents

Chairman Adamy and Secretary Parker signed Resolution 2011-05.

Board Comments

Director Parker asked if any of the three (3) ALW&SD owned lots in the Deer Park Valley Subdivision, Unit 8 Lot 223, Unit 8 Lot 224 and Unit 9 Lot 254 had sold as part of the ALGCC sale. Manager Edington explained that the Club had received bids of \$33,000 on each of the three lots. He has talked with the bidder once and is waiting to see if the sale is going through with escrow for appraisal costs before obtaining appraisals.

Announcement of next meeting

Chairman Adamy announced the next meeting of the ALW&SD Board will be conducted on November 18, 2010, to be held at the District Office located at 214 Lake Shore Drive, Alto, NM. Meeting will begin at 9:00 AM in the District Office conference room.

Adjournment

Director Knorr made a motion to adjourn the meeting. The motion was seconded by Director Parker and carried unanimously. Meeting adjourned at 11:30 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary