Alto Lakes Water & Sanitation District
Final Meeting Minutes for June 23, 2011

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, June 23, 2011** 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 Office Manager Brewington conducted roll call. Chairman Adamy and Directors Parker, Knorr, Decker and Pope were present..

Pledge of Allegiance

Approval of minutes for May 26, 2011 Regular Meeting
Director Knorr made a motion to accept the minutes of the May 26, 2011 Regular Board Meeting as presented. The motion was seconded by Director Parker and carried unanimously.

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

Public Hearing on annual CPI rate adjustments and conservation rates
Director Parker made a motion to open the Public Hearing. The motion was seconded by Director Knorr and carried unanimously.

Attendant Guest included Mr. Dave Winans

Director Adamy gave an overview of Resolution 2011-08 outlining proposed rate changes:

1. The District Board of ALWSD finds the Urban Cost of Living Index increased from 218.009 in March 2010 to 224.906 through April 2011 and determines that all Residential, Commercial and Miscellaneous Rates, Tolls, Fees, and Charges on Appendix A shall be increased by 3.16%
2. The District Board of ALWSD finds that no supplemental adjustments are required to insure that each class of customer is carrying its share of costs, debt service, and reserves
3. The ALWSD District Board finds that the effectiveness of water usage restrictions will be enhanced by providing for penalty charges on the top three tiers of commodity rates during periods of reduced water supply

Director Adamy asked if there was anyone present who wished to be heard and opened the floor for comments: There were no comments or questions presented.

Motion was made by Director Parker and seconded by Director Pope to close the public hearing which carried unanimously.

Director Adamy presented Resolution 2011-08, A RESOLUTION AMENDING RATES, TOLLS AND FEES OF THE ALTO LAKES WATER & SANITATION DISTRICT.

Director Adamy asked for a motion on Resolution 2011-08. Motion was made by Director Decker to approve Resolution 2011-08, a Resolution Amending Rates, Tolls and Fees Motion was seconded by Director Parker .

Assistant Secretary Brewington conducted the roll call vote: Directors Adamy, Knorr, Parker, Pope, and Decker unanimously indicated yes for approval.

Consent Agenda

1. **Expenditures** Purchases / Payroll / Accounts Payable. There were no purchases, payroll, or accounts payable requiring Board approval.
2. **Approve Leak Credits** Chairman Adamy presented five qualifying leak credit requests totaling $4,496.53.
3. **ACH Payments** Chairman Adamy presented online payments totaling $15,981.87 were made during the month of May, 2011.

Director Knorr made a motion to move one leak credit request to the Regular agenda for further discussion. Motion was seconded by Director Parker and carried unanimously.

Director Parker made a motion to approve the remainder of the Consent Agenda as presented. Motion was seconded by Director Pope and carried unanimously.

Following further discussion of the sidelined leak credit request, Director Knorr made a motion to require additional plumber documentation with a credible explanation of the reported "Toilet or Water Softener Hangup" which utilized 206,250 gallons resulting in a leak credit request in the amount of $4,254.67. The motion was seconded by Director Parker and carried unanimously.

Reports

District Manager's report

Water system update District Manager Edington reported that the system is currently operating well with all production goals being met for domestic, commercial and irrigation demands. Gallons flushed during May totaled 124,000. Gallons produced totaled 22,612,154 gallons in May, and gallons sold totaled 19,556,634 after billing adjustments. Production vs Sold shows losses of 14%, adjusted to 13% unaccounted for water after factoring in flushing and billing adjustments. There were 60 more active accounts in May over the same period last year.; usage per meter was up 1,651 gallons over last May. Three wells, 16, E4 and S6 currently have bad well transducers as I&C Controls confirmed. The pressure transducers measure water levels in the wells. Edington had obtained quotes to replace the transducers and to calibrate. He requested permission to spend $9,110 plus tax from the SCADA repair and replacement reserve fund to replace these sensors, expended to I&C Solutions. The SCADA currently has a reserve balance of $28,750. Edington also requested permission to spend $3,968 from the SCADA R&M Reserve fund to have PSC build a back-up SCADA control system on a separate P.C. to mirror image the current P.C. and run side by side. Director Decker made a motion to authorize purchase and installation from I&C Controls with funds from SCADA R&M Reserve fund as requested. The motion was seconded by Director Knorr and carried unanimously.

Wastewater system update The system is meeting required treatment goals at this time, but is still in violation of permit due to the discharge location. Two 2-ISCO GLS Compact portable composite samplers are on order at a cost of $4,273 plus shipping.

Solid waste update The May lease payment from Greentree Solid Waste Authority was received as required. Manager Edington presented solid waste pull statistics for May 2011; there were 16 pulls with 475 cy's of green waste from the Greentree Collection Center, generating $900.90 collected fees. There were 3 pulls with 21.59 tons of Trash, 0 pulls cardboard, 4 pulls with 2 yds of paper, no Ash pulls, 2 pull with 5.75 yds aluminum cans, and 1 pull with 3.93 tons of miscellaneous pulls, with $444.07 Misc. fees collected, and 1 metal pull with $5.25 Metal fees collected. Edington reported that the main gate slats have been cut out and the gate opens more easily. He is checking costs for a sliding gate.

Customer issues Manager Edington advised that customer, Jay Sherrard at 321 High Mesa, had requested reimbursement of a $86.90 plumbing bill he accrued although it was an ALWSD leak instead of in his line. Director Decker made a motion to authorize reimbursement of Mr. Sherrard's plumbing bill in the amount of $86.90. Motion was seconded by Director Knorr and was approved unanimously.

Personnel update None

Regulatory update None

Update on Surplus property sales Manager Edington obtained a position on the agenda and attended the Board of Finance meeting in Santa Fe on June 21st to present a request to sell real property. The Board of Finance approved the sale; Edington has contacted a title company to begin closing on the DPV lots, and has notified the buyer, Mr. James and ALG&CC, Mr. Lewis.

Projects report
Distribution A: Manager Edington reported that all documents have been provided to NMFA closing counsel ahead of deadline; he has not heard anything that would suggest any holdups in closing agreement.

Water Treatment Plant phase I: Edington has still not reached certification of completion with SWCM; they are still lacking affidavit of bills paid.

Office Manager's report
Administrative update Office Manager Brewington had received a request from new part-time employee Veronica King concerning eligibility for Dental Insurance which is paid in full by the employee. Brewington had spoken with General Services Division regarding part-time employees' eligibility and was advised that any employee working more than 20 hrs. p/week is eligible and that it would be a company decision. The Directors advised obtaining a legal opinion before further consideration.

Financial reports Brewington presented and reviewed the May 2011 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 hiring of William Rodolph and Veronica King
Manager Edington informed the Board "as need" part-time employee Bill Rodolph was hired for the position of entry level operator, effective June 13th . under the NM Workforce Solutions OJT program which will reimburse ALWSD 50% of his salary for five months, and that Veronica King was hired to replace Donna Hasty for the position of part-time Utility Clerk, effective June 6, 2011. Edington introduced both employees and requested Confirmation of Hire. Director Decker made a motion to confirm the hiring of both Bill Rodolph and Veronica King. The motion was seconded by Director Parker and carried unanimously.

Discussion and possible action on changes to Ordinance conservation conditions
Chairman Adamy reviewed proposed conservation levels to include "Normal", "Moderate", "Serious", "Severe", and "Extreme"; with objectives and restrictions based on percentage of 3 year average usage for the month at each level. Conservation levels would be reviewed and determined by the ALWSD Board of Directors; with advance monthly customer notice of the change. Director Parker made a motion to schedule a Public Hearing during the ALWSD Regular Board Meeting on July 28, 2011, for discussion and possible action on Ordinance 2011-03 amending Section 18, A-H. The motion was seconded by Director Pope and carried unanimously. Discussion included enforcement measures to control excessive watering during limited use phases and the enactment of a penalty charge.

Closed Session - Discussion of water rights in Eagle Creek
Director Decker left the meeting prior to the closed session. Director Knorr made a motion to move into closed session as allowed by Open Meeting Act 10-15-1, Sub-paragraph H(8) to discuss water rights in Eagle Creek. Motion was seconded by Director Pope and carried unanimously.

Chairman Adamy declared the closed session ended at 11:55 a.m. having conducted no discussion except that related to water rights in Eagle Creek. No actions were taken in the closed session that required Board approval.

Signing of Official Documents

Board Comments None

Announcement of next meeting
Chairman Adamy announced the next Regular meeting of the ALW&SD Board will be conducted on July 28, 2011, 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 12:05 p.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary