

## **Alto Lakes Water & Sanitation District Final Meeting Minutes for August 25, 2011**

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, August 25, 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, Decker and Pope were present; Director Knorr was absent.

### **Pledge of Allegiance**

### **Approval of minutes for July 28, 2011 Regular Meeting**

Director Parker made a motion to accept the minutes of the July 28, 2011 Regular Board Meeting as presented. The motion was seconded by Director Decker and carried unanimously.

### **Approval of minutes for August 22, 2011 Special Meeting**

Director Parker made a motion to accept the minutes of the August 22, 2011 Special Board Meeting as presented. The motion was seconded by Director Decker and carried unanimously.

### **Approval of agenda**

Director Decker 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 Parker and carried unanimously.

### **Public Hearing on Ordinance 2012-01 amending Water Usage Restrictions**

Director Decker made a motion to open the Public Hearing. The motion was seconded by Director Parker and carried unanimously.

No guests were in attendance.

Director Adamy gave an overview of Ordinance 2012-01, outlining proposed amendments to the ordinance, providing for changes in water usage restrictions.

The ALWSD District Board finds that it is necessary to amend water restrictions to be implemented in the event of reduced water supplies and/or emergency conditions, particularly with respect to high usage residential customers. The Board also 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 Decker to close the public hearing which carried unanimously.

Director Decker made a motion to approve Ordinance 2012-02 as presented. The motion was seconded by Director Parker, and upon Roll Call, Directors Adamy, Parker, Decker and Pope each voted yes, approving Ordinance 2012-02 unanimously.

### **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 four qualifying leak credit requests totaling \$1,374.16.

3. **ACH Payments** Chairman Adamy presented online payments totaling \$18,772.81 were made during the month of July, 2011.

Director Decker made a motion to approve the Consent Agenda as presented. Motion was seconded by Director Pope 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 June totaled 18,000. Gallons produced totaled 24,207,700 gallons in July, and gallons sold totaled 20,720,517 after billing adjustments. Production vs Sold shows losses of 14%, adjusted to 14% unaccounted for water after factoring in flushing and billing adjustments. There were 5 fewer active accounts in July over the same period last year. Usage per meter was up 1,134 gallons over last July. Needed production for July was projected at 290 gpm at 120%, actual production was 542 gpm, 87% above projection for a total of 107% above past 3 year average during July.

New well sensors have been installed in Wells S6, 16, and E4. A technician is currently looking into a potential radio communication problem from Well E4 to the SCADA; the radio signal is strong enough to turn the well on and off by radio, but not consistent enough to carry well depth information.

**Wastewater system update** The system is meeting required treatment goals at this time, but is still in violation of permit due to excessive chlorides (from water softeners) and TDS (mineral content measured as Total Dissolved Solids). The District has initiated a program of measuring chlorides and TDS at the lift stations serving the Condos and DPW Townhomes and plans to measure the discharge from the Club. Levels into the distribution system are 350 Chloride and 2,072 TDS. Levels from the DPW Townhomes are 1,725 Chloride and 3,861 TDS levels. Levels from the Condos are 1,576 Chloride and 3,716 TDS. Once measurements are complete, the District will begin planning for remediation to meet State standards.

**Solid waste update** The July and August lease payments from Greentree Solid Waste Authority were received. Manager Edington presented solid waste pull statistics for July 2011; there were 12 pulls with 393 cy's of green waste from the Greentree Collection Center, generating \$507.95 collected fees. There were 4 pulls with 31.37 tons of Trash, no cardboard pulls, 5 pulls with 2.62 yds of paper, no Ash pulls, 1 pull with 3 yds Aluminum Cans, and 1 roll-off pull with 5.61 tons of Miscellaneous, with \$202.72 misc. fees collected, and no metal pulls with \$30.98 metal fees collected.

**Customer issues** Mr. Don Ludwig reported water quality problems at his home at the end of the line on Deer Park Drive. Field Supervisor Osborn will have that line flushed weekly to see if the situation improves.

Manager Edington requested board approval to expend 1/3 the cost of paving the Bledsoe driveway/easement to our well #9 as previously discussed at the ALWSD May meeting. The paving cost to be evenly split between the Bledsoe's, the Club, and ALWSD. Director Pope made a motion to approve the expenditure of \$1,779.07 in remuneration to the Club for ALWSD's 1/3rd share. Director Parker seconded the motion which carried unanimously.

**Personnel update** None

**Regulatory update** None

**Update on Surplus property sales** Sale of the three Deer Park Valley Lots 223, 224, and 254 to F.T. James Construction has been completed. GSV Title delivered the closing documents and quitclaim deed to ALWSD on 08/22/2011. ALWSD received \$58,126.82, net after paving assessment and closing costs. Per prior agreement between ALWSD and ALG&CC, Manager Edington requested Board authorization to pay the Club 50% of the net proceeds for the purchase of golf membership upgrades on each of the three lots sold. The memberships were included in the purchase price. Director Decker made a motion to authorize payment of \$29,063.41 to ALG&CC for the purchase of three membership upgrades on the DPV lots sold. Director Parker seconded the motion which carried unanimously.

### Projects report

**Distribution A:** Manager Edington reported that all paper work on bid award recommendation has been sent to NMED-CPB and NMFA for concurrence, which must be obtained prior to notice-of-award issuance to FNF New Mexico, LLC. After notice of award, FNF must provide final contract documents, bond insurance, and signed contracts within 15 days. ALWSD then has 10 days from receipt of the signed contracts for legal review and signing. Negotiation for change order for boring will take place at the Pre-construction "Kick-Off" meeting with the contractor. Issuance of Notice to Proceed is tentatively estimated for mid-October with a finish goal of May 1, 2012.

An informational Distribution-A Project Community Meeting with Alto Lakes residents will be conducted in September, date and location to be announced.



## **Office Manager's report**

**Administrative update** Office Manager Brewington acknowledged billing clerk, Ms. Bobbi Guerra, on her hard work ethic and tenacious follow-through and collection of lien, foreclosure and bankruptcy monies due ALWSD.

**Financial reports** Brewington presented and reviewed the July 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

### **Review and discussion of funding priorities for Water Trust Board**

Chairman Adamy outlined previously discussed project priorities for Water Trust Board funding to include: Distribution B (pipe, PRV's, hydrants and valves), and a Water Storage Tank. Board consensus was to keep Distribution B as the priority near term objective, with Water Storage pending for next year. Manager Edington will obtain a proposal from Souder Miller & Associates for an updated distribution PER, as well as a production and storage PER.

### **Update of Water Treatment Phase II**

Water Treatment Phase II is designed to remove Hardness and Total Dissolved Solids (TDS) from the water. Process alternatives include:

☐ Brine Removal - requires evaporation pond - least expensive process, but would require land acquisition and sprayers.

☐ Zero Discharge - Chemical or heat process to crystallize brine - hauling & disposal requirement - operational costs higher. Manager Edington has sent ALWSD's recent water quality specs to several manufactures for compatibility analysis with the zero discharge alternative.

### **Discussion of Solid Waste priorities**

Objective is for the District to contract for operation of the Solid Waste Yard in line with current procedures and for hauling of solid waste, recyclables, and green waste. ALWSD would assume responsibility for monthly billing and contractor would assume responsibility for all extra services in accordance with a fixed rate schedule. Manager Edington is drafting a RFQ for Contract Operators to include:

☐ Contract price to operate the solid waste yard

☐ Unit bid prices for everything hauled off

☐ Green Waste, Metals, Misc. – fixed rates to be collected by contractor

☐ Optional customer premises pickup of Green Waste within 7 days of customer request - fixed rate to be collected by contractor

### **Discussion and possible action on Eagle Creek II Homeowners Association request for paving funds**

Chairman Adamy reported that the Eagle Creek II Homeowners Association is chip seal paving Deer Drive, and they have requested ALWSD funding participation because Eagle Creek II is our primary well field and we make extensive use of road for well access. Director Parker made a motion to pay Eagle Creek II Homeowners Association \$2,567.00 in proportionate paving fund reimbursement. Director Pope seconded the motion which carried unanimously.

### **Discussion and possible action on Extension of the Emergency Agreement between Woodwinds and Alto Water District**

Chairman Adamy reported that Woodwinds has worked out an agreement with Lincoln Hills to connect to their water system. They are requesting an extension of time from ALWSD for emergency service until they are hooked up with Lincoln Hills, at which time ALWSD would pull our meter and emergency connection. Chairman Adamy made a motion to extend the emergency service agreement with Woodwinds for a period not to exceed three months and that upon their connection to Lincoln Hills Water Co-op, ALWSD's meter and pipes will be disconnected and the Emergency Service Agreement shall become null and void. Director Pope seconded the motion which carried unanimously.

**Signing of Official Documents**

Chairman Adamy and Secretary Parker signed Ordinance 2012-01; Office Manager Brewington will facilitate filing the ordinance, amendments and rates with the Lincoln County Clerk's office.

**Board Comments** None**Announcement of next meeting**

Chairman Adamy announced the next Regular meeting of the ALW&SD Board will be conducted on September 22, 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 Parker made a motion to adjourn the meeting. The motion was seconded by Director Decker and carried unanimously. Meeting adjourned at 11:30 a.m.

Submitted by:

Delores Brewington

District Board Assistant Secretary