Alto Lakes Water & Sanitation District
Final Meeting Minutes for September 22, 2011

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, September 22, 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 and Decker were present; Director Pope was absent.

Pledge of Allegiance

Approval of minutes for August 25, 2011 Regular Meeting
Director Parker made a motion to accept the minutes of the August 25, 2011 Regular 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 exceptions to add Annual Report review and discussion of Water Treatment Plant II to the agenda, and 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.

Consent Agenda

1. **Expenditures** Purchases / Payroll / Accounts Payable. There were no purchases, payroll, or accounts payable requiring Board approval.
2. **Approve Leak Credits** There were no Leak Credit Requests presented
3. **ACH Payments** Online payments totaling $18,790.04 were made during August, 2011.

Director Knorr made a motion to approve the Consent Agenda as presented. Motion was seconded by Director Decker 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 produced totaled 8,899,700 gallons in August, and gallons sold totaled 8,246,629 after billing adjustments. Production vs Sold shows losses of 7.3%, adjusted to 7.3% unaccounted for water after factoring in flushing and billing adjustments. There were 11 additional active accounts in August over the same period last year. Usage per meter was up 1,062 gallons over last August

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) . Influent to the wastewater plant since August 18th measures an average of 1.700 Chloride and 3,572 TDS levels; the effluent measures an average of 884 Chloride and 2,894 TDS levels. ALG&CC lines measure an average of 633 Chloride and 2,957 TDS levels. . Once measurements are complete, the District will begin planning for remediation to meet State standards.

Solid waste update The September lease payments from Greentree Solid Waste Authority was received as required. Manager Edington presented solid waste pull statistics for August 2011; there were 10 pulls with 192 cy's of green waste from the Greentree Collection Center, generating $113.40 collected fees. There were 4 pulls with 33.49 tons of Trash, 1 cardboard pull, 4 pulls with 1.77 yds of paper, no Ash pulls, 1 pull with 3 yds Aluminum Cans, and 1 roll-off pull with 6.56 tons of Miscellaneous, with $340.23 misc. fees collected, and 1 metal pull with 4.36 tons with $11.03 metal fees collected.

Customer issues None

Personnel update Manager Edington reported that Joe Saiz attended training in Albuquerque last week and tested for Water Systems Level I certification. If he passed the exam, he will be due a $1.00 per/hour pay increase per his employment agreement to obtain certification.

Regulatory update None

Projects report

Distribution A: Manager Edington reported that final contract documents, and bond insurance,were received from FNF on September 21st. The documents will be reviewed for full compliance by legal council. A pre-construction meeting is scheduled Sept. 23rd with ALWSD, FNF and SMA in attendance; change order for boring and PRV changes to be negotiated Issuance of Notice to Proceed is tentatively scheduled for the first week in October.

An informational Distribution-A Project Community Meeting with Alto Lakes residents will be conducted on September 23rd at 3:30 p.m. in the Country Club pavilion.

Office Manager's report

Administrative update Office Manager Brewington reported that the annual ALWSD financial audit fieldwork was conducted Sept. 12-16. An additional "single audit" is in process of being scheduled; this audit will entail an extensive test of all government grant and loan fund expenditures.

Financial reports Brewington presented and reviewed the August 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 of schedule timeline for Board Election to fill Position #5

The directors reviewed a date calendar of required procedures throughout the election process for the biannual election of directors on January 10, 2012. Board Secretary Parker will meet with Office Manager Brewington to substantiate the process regulations and schedules. A resolution authorizing Proclamation of Election will be presented at the regularly scheduled October board meeting.

Discussion and possible action on ICIP for FY 2013

Chairman Adamy presented Resolution 2012-02 for adoption of the Alto Lakes Water & Sanitation District Infrastructure Capital Improvement Plan (ICIP). Discussion included amending the ICIP to include current TDS and hardness levels. Director Decker made a motion to adopt Resolution 2012-02, adopting the Infrastructure Capital Improvement Plan (ICIP) as amended. Director Knorr seconded the motion. Upon roll-call, Directors Adamy, Parker, Knorr, and Decker approved the motion unanimously.

Discussion and possible action on restoration of vegetation in Right of Way

The directors discussed liability of damaged or uprooted vegetation in the utility easement right of way during Project Distribution-A water line construction. After discussion, Director Decker made a motion to restore hardscape, with best effort replacement of landscape with no guarantee of vegetation re-growth. Director Parker seconded the motion which carried unanimously.

Approve FEMA reimbursement for reconstruction of Lift Station

Manager Edington reiterated the loss of Site C and Moss Lift Station pumps during the February big freeze. Application was made to FEMA for lift station mitigation for replacement of surface lift station pumps with submersible pumps. Edington has received grant award notice of $35,794.94 (Federal share $26,846.20 / State share $4,474.37) to cover cost of surface pumps, but which may be used toward the total cost of submersible pumps if desired. Director Decker made a motion authorizing Edington to sign the grant agreement as presented. Director Parker seconded the motion which carried unanimously.

Discussion and possible action on High Mesa valve project
Manager Edington advised that the Lincoln County Road Superintendent, Albert Hernandez, has advised that the County will be re-paving approximately 2.1 miles of road, mostly in the South East quadrant of the District next spring. Operations Manager Osborn has identified 16 non working valves within the paving area that need to be replaced. Replacement of these valves will create better control of the water distribution system in this area, and will prevent the need to cut the new paving if postponed. Director Decker made a motion authorizing Manager Edington to obtain valve project contractor quotes for replacement of the 16 valves during November and December in order to complete the project prior to planned County road paving in the area next spring. Director Parker seconded the motion which carried unanimously.

Annual Report Review (added)
The directors reviewed the draft 2010 Annual Report and agreed to distribution of the report.

Water Treatment Phase II (added)
The directors further discussed brine disposal and agreed to continue looking for land to purchase for an evaporation pond. Director Knorr will also discuss options with an Engineer consultant who works with brine disposal.

Signing of Official Documents
Chairman Adamy and Secretary Parker signed Resolution 2012-02.

Board Comments None

Announcement of next meeting
Chairman Adamy announced the next Regular meeting of the ALW&SD Board will be conducted on October 27, 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 11:30 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary