Alto Lakes Water & Sanitation District
Final Meeting Minutes for November 17, 2011

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, November 17, 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 Pope were present. Director Decker was absent.

Pledge of Allegiance

Approval of minutes for October 27, 2011 Regular Meeting
Director Parker made a motion to accept the minutes of the October 27, 2011 Regular Board Meeting as presented. The motion was seconded by Director Knorr and carried unanimously.

Approval of minutes for November 3, 2011 Special Meeting
Director Parker made a motion to accept the minutes of the November 3, 2011 Special Board Meeting as presented. The motion was seconded by Director Knorr and carried unanimously.

Approval of agenda
Director Knorr made a motion to approve the Agenda as presented, 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** Chairman Adamy presented one qualifying leak credit request of $49.54.
3. **ACH Payments** Online payments totaling $15,359.13 were made during October, 2011.

Director Knorr 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 produced totaled 12,921,700 gallons in October, and gallons sold totaled 10,910,081 after factoring in flushing and billing adjustments. There were 5 more active accounts in October over the same period last year. Usage per meter was up 728 gallons over last October.

Wastewater system update The system is meeting required treatment goals at this time, but is still in violation of permit due to discharge location.

One of the small air blowers at the Wastewater Treatment Plant has broken down; procurement quotes are being obtained for blower replacement.

Solid waste update The November lease payment from Greentree Solid Waste Authority was received as required. Manager Edington presented solid waste pull statistics for October 2011; there were 16 pulls with 537 cy's of green waste from the Greentree Collection Center, generating $252.00 collected fees. There were 3 pulls with 18.41 tons of Trash, no cardboard pulls, 4 pulls with 1.21 yds of paper, no Ash pulls, no Aluminum Can pulls, and 1 roll-off pull with 4.3 tons of Miscellaneous, with $121.43 misc. fees collected, and 0 metal pulls with $12.08 metal fees collected.

Customer issues None

Regulatory update Confirmation has been received that FEMA approved deposit of $22,622.66 into ALWSD's banking account for Site C Lift-Station rehabilitation.

Personnel update Manager Edington reported that the New Mexico Workforce Solutions OJT program for ALWSD employee, Bill Rodolph, was completed November 6, 2011.

Projects report

Water Treatment Plant – Phase A: Manager Edington reported that manganese levels at the treatment plant are above target of .05 mg/L and we are running .06 to .08 mg/L. Edington is working with the system manufacturer on adage and process changes.

Office Manager's report

Administrative update Office Manager Brewington reported the ALWSD annual financial audit and the single audit on the Water Treatment Plan–A has been completed. Audit Exit Interview has been scheduled for November 21st, 2011.

Financial reports Brewington presented and reviewed the October 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 Distribution A

The Directors discussed ongoing construction delays which are detrimental to the substantial completion deadline. At issue are excessive utility lines within the easements and contractor safety concerns with excavation near power lines. Director Parker made a motion to approve expenditure of $25,000 for Geo-locate technology to help determine location of and distance between the utility lines. Director Knorr seconded the motion which carried unanimously. Chairman Adamy will also initiate discussion with FNF's president regarding delay concerns.

The first project pay application meeting is scheduled for Friday, November 18th. Chairman Adamy made a motion to appoint Director Knorr for discretionary pay app approval and signature. The motion was seconded by Director Parker and passed unanimously.

Signing of Official Documents None

Board Comments None

Announcement of next meeting

Chairman Adamy announced the next Regular meeting of the ALW&SD Board will be conducted on January 26, 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 Pope made a motion to adjourn the meeting. The motion was seconded by Director Knorr and carried unanimously. Meeting adjourned at 10:57 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary