Alto Lakes Water & Sanitation District
Final Meeting Minutes January 24, 2013

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, January 24, 2013,** 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. Chairman Adamy attended telephonically and Directors Parker, Decker, Knorr, and Pope were present.

Pledge of Allegiance

Approval of minutes for December 20, 2012 Regular Board Meeting
Director Parker made a motion to accept the minutes of the December 20, 2012 Regular Board Meeting. The motion was seconded by Director Decker and carried unanimously.

Approval of Agenda
Director Decker 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:** There was one leak credit request presented totaling $221.33
3. **ACH Payments:** Online payments totaling $16,094.58 were made during December 2012.

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 in December totaled 4,905,180, and gallons sold totaled 4,300,845. Production vs Sold difference is 12.3%; flushing and known leaks totaled 75,500 gallons, adjusting loss to 10.8%. There were 17 less active accounts during December over the same period last year with average usage per meter down approximately 850 gallons per meter compared to last December. Edington had compared the percentage of total domestic water sold per year by level since starting tracking domestic sales by level; the percentages per level have remained very consistent over the three years. Field Supervisor Osborn and his crew continue to watch for leak indicators and to repair leaks as they are discovered.

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

Solid waste update Manager Edington presented solid waste pull statistics by Sierra Contracting for December 2012; there were 8 pulls with 240 cy's of green waste; 81.7% was pine needles and 18.3% was forest waste from the Solid Waste Collection Center, generating $888.99 in collected fees. There were 4 pulls with 19.71 tons of trash, 3 pulls with 1.9 tons of cardboard, 1 pull with 0.38 tons paper, and 0 Ash pulls, 0 aluminum can pulls, 0 Misc. pulls with $308.17misc. fees collected.

Chairman Adamy questioned the validity of Gross Receipts Tax payments to Sierra Contracting for hauling service due to perceived double taxation. Office Manager Brewington will contact the New Mexico Department of Taxation and Revenue for clarification.

Customer issues Manager Edington reported that customer response to Burn Construction's progress and work ethic has been positive. Some have experienced red water due to the water being turned off and on for tie-ins. One customer hit one of the "road work ahead" signs with the side mirror of her car; she was referred to Burn Construction. Director Knorr questioned the ongoing sequestration program and recommended curtailing the chemical dosage.

Regulatory update None

Personnel update Manager Edington reported that drug screening and background checks have been completed on the new solid waste station personnel. He has gotten numerous compliments on the attitudes and service of both employees.

Projects report None

Office Manager's report

Administrative update Office Manager Brewington reported receipt of audit acknowledgement and approval from the Office of the State Auditor. Copies of the FY2012 Audit Report will be available for Board review at the February meeting.

Financial reports Brewington presented and reviewed the December 2012 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the December 2012 year to date Budget Report by category.

Regular Business Agenda

Board Member Reports Director Knorr reported on customer response to his Distribution-A project report presentation to ALPOA, with positive comments from the members who collectively responded with positive feedback that both the District and Burn Construction are doing good jobs.

Discussion and possible action on annual Open Meetings Act

Chairman Adamy reviewed proposed Resolution 2013-04 outlining ALW&SD compliance with the Open Meeting Act. Director Knorr made a motion to approve proposed ALW&SD Open Meetings Resolution 2013-04 as presented. The motion was seconded by Director Pope. Office Manager Brewington conducted Roll Call and all directors voted aye; the motion carried unanimously. Brewington will facilitate required publication of the ALW&SD Open Meetings Resolution.

Update on Distribution-A

Manager Edington reported that Burn Construction has completed 11,773 ft. of continual pipe installation with 6,972 ft. left. Beginning notices are going out to tie-in the new lines to the existing system for pressure testing and the disinfection process. The two ends of High Mesa have been joined; the High Mesa pipeline is complete pending seven tie-ins to the existing system. Deer Park pipeline has been laid to just east of Fawn Drive; tie-in is scheduled for today to the 3" line on Buena Vista. Each future tie-in will be less disturbing and inconvenient to customers.

Update on Solid Waste

Manager Edington reported that everything is going well….no further discussion

Closed Session to include: discussion of threatened or pending litigation

Director Decker made a motion to enter into closed session for discussion of threatened or pending litigation. The motion was seconded by Director Knorr and carried unanimously.

Director Decker made a motion to end the closed session. Motion was seconded by Director Pope and carried unanimously. Chairman Adamy declared the closed session ended at 10:28 a.m.

No board action was taken during closed session, and pursuant to the Open Meeting Act 10-15-1, Sub-paragraph H(8), no discussion was conducted except that related to threatened or pending litigation.

Signing of Official Documents

Board Comments None

Announcement of next meeting
The next regularly scheduled ALWSD Board Meeting will be conducted on February 21, 2013, to be held at the District Office located at 214 Lake Shore Drive, Alto, NM. The 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 Pope and carried unanimously. Meeting adjourned at 10:30 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary