Alto Lakes Water & Sanitation District
Final Meeting Minutes July 25, 2013

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, July 25, 2013,** in the Conference Room of the ALW&SD Office located at 214 Lake Shore Drive, Alto, NM.

Call to Order Chairman Knorr called the meeting to order at 9:00 AM and Asst. Secretary Brewington conducted roll call. Chairman Knorr and Directors Parker, Decker, Pope, and Winans were present.

Pledge of Allegiance

Approval of minutes for June 27, 2013 Regular Board Meeting
Director Pope made a motion to accept the minutes of the June 27, 2013 regular Board Meeting as adjusted. 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 Pope and carried unanimously.

Public Hearing on Resolution 2013-06 for Affirming FY2014 Operating and Capital Budgets
Director Decker made a motion to begin the Open Hearing for review and discussion of proposed Resolution 2013-06, a resolution approving the proposed Alto Lakes Water & Sanitation District FY2014 Operational and Capital Final Budgets. The motion was seconded by Director Pope and carried unanimously.

Discussion included ALWSD project priorities and schedules, with amendments agreed upon in the proposed Capital Budget.

There were no public comments.

Director Decker made a motion to close the public hearing. The motion was seconded by Director Pope and carried unanimously.

Director Decker made a motion to approve Resolution 2013-06 affirming the ALWSD Final FY2014 Operating Budget as presented. The motion was seconded by Director Pope and passed unanimously.

Director Parker made a motion to approve the Capital Budget as adjusted. The motion was seconded by Director Decker and carried unanimously.

Director Decker made a motion to approve publication of the presented Notice of Adoption of Resolution 2013-06, as required. 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 three leak credit requests presented totaling $1,206.61. Two of the requests were reviewed and will be recalculated due to ALW&SD Ordinance regulation that, “leak credits shall not exceed 50,000 gallons if the leak occurred during a period, or any part of a period, when Water Usage Restrictions are other than “Normal Condition”. ALWSD was in “Moderate” restriction condition during the leak periods.
3. **ACH Payments:** Online payments totaling $20,983.46 were made during June, 2013.

Director Winans made a motion to approve the Consent Agenda with amendments to two account leak credit requests. 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 produced in June 2013 totaled 20,511,300, and gallons sold totaled 18,364,670. Production vs Sold difference is 10.5%; flushing and known leaks total 70,000 gallons or 10% adjusted. Average usage, compared to same time last year, with 19 more active accounts, is up about 350 gallons per meter.

Due to the fact that Well #E5 can only be used sparingly, and that 120% of estimated demand is nearly all of the sustainable capacity, Manager Edington recommended that ALW&SD continue "Moderate" conservation status through August.

Wastewater system update Manager Edington reported that the system is meeting required treatment goals at this time; however, it is still in violation of permit due to the discharge location.

Solid waste update Manager Edington presented solid waste pull statistics by Sierra Contracting for June 2013; there were 9 pulls with 270 cy's of green waste of which 87% was yard waste and 13% was forest waste, generating $938.07 in collected fees. There were 3 pulls with 25.1 tons of trash, 2 pulls with 1.2 tons of cardboard, 1 pull with 1.5 tons of paper1 Misc. pull with 4.95 tons and $331.95 misc. fees collected, 0 Ash pulls, 0 aluminum can pulls, , and 0 metal pulls.

The Mulch Containment area has been completed and free mulch is available to be loaded and hauled from the site.

Customer issues ALWSD had previously hired AMEC to run geotechnical tests and offer an opinion on the possibility of a leak at 108 Bobcat. He reported that AMEC provided a Geotech report that indicates no leak. Edington provided a copy of the report to the homeowner, and has advised ALWSD's insurance agency

Regulatory update None

Personnel update None

Projects report Manager Edington had conducted a phone conference with Parkhill, Smith & Cooper to discuss contract and scope of work for Distribution-B project. PSC should have a contract for engineering soon; the contract will require review by legal council and NMED-CPB (NMFA), prior to board signature.

Edington has also tasked Balleau Groundwater with drafting a permit for the deepening of Well E-5 for submission to the Office of the State Engineer

Office Manager's report

Administrative update Office Manager Brewington presented the current ALW&SD Lien Status Report to include the status of unpaid liens filed, lien warning notices sent and slow payment status.

Financial reports Brewington presented and reviewed the June 2013 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the June 2013 year to date Budget Report by category.

Regular Business Agenda

Board Member Reports None

Discussion and possible action on Annual Report
Manager Edington will draft an update to the annual MD&A Report and submit it to the Board Directors for review.

Public Comments None

Closed Session to include: Discussion of pending or threatened legal action
Director Decker made a motion to enter into closed session for discussion of threatened or pending litigation. The motion was seconded by Director Parker and carried unanimously.

Director Decker made a motion to end the closed session. Motion was seconded by Director Pope and carried unanimously. Chairman Knorr declared the closed session ended at 12:13 p.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 held on August 22, 2013, 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 Winans and carried unanimously. Meeting adjourned at 12:17 p.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary