Alto Lakes Water & Sanitation District
Final Minutes Regular Board Meeting October 3, 2013

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, October 3, 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 Manager Edington conducted roll call. Chairman Knorr and Directors Parker, Pope, and Winans were present. Director Decker was absent.

Pledge of Allegiance

Approval of minutes for August 22, 2013 Regular Board Meeting
Director Pope made a motion to accept the minutes of the August 22, 2013 Regular Board Meeting as presented. The motion was seconded by Director Parker and carried unanimously.

Approval of minutes for September 20, 2013 Special Board Meeting
Director Parker made a motion to accept the minutes of the September 20, 2013 Special Board Meeting as amended. The motion was seconded by Director Pope and carried unanimously.

Approval of agenda
Director Parker 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 Winans 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 $410.02. One leak credit request was tabled for further consideration. Two credits totaling $375.81 were approved.
3. **ACH Payments:** Online payments totaling $21,088.66 were made during August, 2013.

Director Pope made a motion to approve the Consent Agenda as amended. 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 August 2013 totaled 8,867,600, and gallons sold totaled 7,686,651. Production vs Sold difference is 13.3%. Average usage, compared to the same time last year, with 12 fewer active accounts, was down approximately 1,250 gallons per meter compared to last August due to heavy rains this year.

Manager Edington reported that Well E-4 has been pulled. The column pipe had a few holes that need replacement. The pump and motor were sent for inspection; the motor is fine, but the pump had damaged impellers and a bearing, probably caused by a rock. Edington requested permission to replace the column pipe and coupling, and to have the pump rebuilt when the cost quotes are received. He also reported that he had been in contact with Dr. Burleigh from NM Tech, the only local corrosion analysis expert. Dr Burleigh's work proposal cost is estimated to not exceed $3,000. Director Winans made a motion to approve needed repairs to Well E4, and to approve the corrosion analysis as quoted by Dr. Burleigh. Motion was seconded by Director Pope and carried unanimously.

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 August 2013; there were 11 pulls with 330 cy's of green waste of which 51% was yard waste and 49% was forest waste, generating $2,967.51 in collected fees. There were 4 pulls with 35.35 tons of trash, 2 pulls with 1.2 tons of cardboard, 1 Misc. pull with 4.95 tons with $674.75 fees collected, 1 pull with 1.5 tons of paper, 0 ash pulls, 0 aluminum cans pulled, and 0 tons metal pulls. Recycle containers should be in place and ready for plastics collection on Monday.

Customer issues Mr. and Mrs. Don Linley were in attendance at the meeting to request a review of their application for a leak credit adjustment on their September water bill caused by a leak in their water line. Manager Edington will further review their leak credit status.

Director Winans reported that several customers have requested information on the timeline of new waterline installation on Lakeshore Drive. The current projection is for 1,700 ft. to be installed from High Mesa to the bottom of the hill. Manager Edington stated that construction timeline is dependent on the funding application, results of which will not be known before May 2014.

Regulatory update None

Office Manager's report

Administrative update Office Manager Brewington was not in attendance. Manager Edington reported that the ALW&SD annual audit field work was conducted onsite September 16 through 20.

Financial reports Manager Edington presented and reviewed the August 2013 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the August 2013 Budget Report by category. Reported financial totals are pending audit final conclusion.

Regular Business Agenda

Board Member Reports None

Discussion and possible action on Amendment #1 to Sierra Contracting Contract

Manager Edington presented draft amendment #1 to ALW&SD's Professional Services Agreement with Sierra Contracting, Inc., for transportation and disposal of recycled plastics. Director Pope made a motion to approve the amended contract as presented. Motion was seconded by Director Winans and carried unanimously.

Discussion and possible action on Capital Outlay #13-1459-STB Resolution; Grant Agreement; Signature Page Official Representatives

Manager Edington presented proposed Resolution 2013-08 for discussion. The resolution authorizes the signing of Grant Agreement for SAP 13-1459-STB and designates David A. Edington, ALW&SD District Manager, and Daniel B. Knorr, ALW&SD Board President as official representatives who are authorized to sign and request reimbursement requests and act as a single point of contact concerning all matters related to the grant agreement. Director Pope made a motion to approve Resolution 2013-08 as presented. Motion was seconded by Director Parker, and Manager Edington conducted Roll Call wherein Chairman Knorr voted yes, Director Parker voted yes, Director Pope voted yes, and Director Winans voted yes. Motion carried with unanimous approval.

Tank Feasibility Study prepared by PSC; Study outlines options for increasing storage at the tank site

Manager Edington presented a tank feasibility study conducted by Parkhill, Smith & Cooper, Inc. for the purpose of interim review. The purpose of this study is to identify and evaluate proposed options for constructing a new 350,000 gallon water storage tank on ALW&SD's existing pump station/tank site. Edington will continue to study options. After discussion, no action was taken.

Distribution-B Update
Parkhill, Smth & Cooper, Inc. (PSC). has begun design phase for Project Distribution-B; initial application for NM Water Trust Board funding was submitted and accepted; If ALW&SD makes the WTB fundable list (due October 30) the district will then need to complete fundable application by March 2014. PSC representative will meet with the ALWSD Board of Directors to review the design. PSC's project cost estimate is $4.1M for Dist-B. Manager Edington will attend a mandatory New Mexico Finance Dept. training session on the new State funding application process.

Public Comments None

Closed Session to include: Discussion of pending or threatened legal action None

Signing of Official Documents
Chairman Knorr signed Resolution 2013-08.
Chairman Knorr and Secretary Parker signed Amendment #1 to the professional services agreement for transportation and disposal of solid waste.

Board Comments None

Announcement of next meeting
The next regularly scheduled ALWSD Board Meeting will be conducted on October 24, 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 Parker made a motion to adjourn the meeting. The motion was seconded by Director Winans and carried unanimously. Meeting adjourned at 11:33 p.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary