Alto Lakes Water & Sanitation District
Final Minutes – Regular Board Meeting October 24, 2013

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, October 24, 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 Assistant Secretary Brewington conducted roll call. Chairman Knorr and Directors Parker, Pope, and Winans were present. Director Decker was absent.

Pledge of Allegiance

Approval of minutes for October 3, 2013 Regular Board Meeting
Director Pope made a motion to accept the minutes of the October 3, 2013 Regular Board Meeting as presented. The motion was seconded by Director Parker 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 Pope 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 two leak credit requests presented totaling $2,836.47
3. **ACH Payments:** Online payments totaling $18,532.58 were made during September, 2013

Director Pope made a motion to approve the Consent Agenda as presented. Motion was seconded by Director Winans 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 September 2013 totaled 10,121,600, and gallons sold totaled 9,003,759. Production vs Sold difference is 11%. Average usage, compared to the same time last year, with 29 fewer active accounts, usage was down approximately 800 gallons.

Corrosion analysis expert, Dr. Burleigh from NM Tech, will be onsite on Oct. 25th to obtain corrosion samples from Wells E4, E2, and #16 for analysis. Well E4 is ready to be put back online, and Preliminary Permit Application has been sent to the State Engineer Office to deepen Well E5.

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 September 2013; there were 10 pulls with 300 cy's of green waste of which 28% was yard waste and 72% was forest waste, generating $3,339.14 in collected fees. There were 3 pulls with 25.28 tons of trash, 2 pulls with 1.2 tons of cardboard, 1 Misc. pull with 4.95 tons with $191.39 fees collected, 0 paper pulls, 0 ash pulls, 0 aluminum cans pulled, and 0 tons metal pulls. Plastic Recycling is back in place for non hazardous materials; approximately 4 yards were collected in September.

Customer issues Manager Edington reported that he had sent a letter to Mr. and Mrs. Don Linley concerning their previously requested review of their application for a leak credit adjustment on their September water bill, due to a leak in their water line. The Ordinance rule as written will be followed.

Personnel Update Manager Edington reported that Office Manager Brewington has given notice of her job resignation effective July 30, 2014.

Regulatory update
Manager Edington reported that the Environmental Agency has published higher requirements regulating the Lead and Copper Rule; ALW&SD water meets the new compliance regulations.

Projects Report Chairman Knorr, Director Winans, Manager Edington, and Operations Manager Osborn met with Parkhill, Smith & Cooper, Inc. on October 17th, to preview the preliminary engineering work on pending projects to prioritize and meet Water Trust Board funding requirements.

Office Manager's report
Administrative update None

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

Regular Business Agenda

Board Member Reports None

Discussion and possible action on January 2014 Board Member Elections – Resolution; Proclamation; Calendar
ALW&SD must hold election for expired Board of Director positions on the second Tuesday of January in every even year. A proposed Calendar of Election Events, leading up to and including the day of election, was presented for review and approval. Director Parker made a motion to approve the "Election Calendar" as presented. The motion was seconded by Director Winans and carried unanimously.

Chairman Knorr reviewed the proposed "Proclamation of the January 14, 2014 Board Election", to be published in the Ruidoso News for three consecutive weeks. Proposed revision of the proclamation as written was discussed to include the addition of identifying board "Position Numbers" for the three open positions. Director Pope made a motion to approve the Proclamation of Election as revised. The motion was seconded by Director Winans and carried unanimously.

Chairman Knorr presented Resolution 2013-09, "Resolution to Promulgate, Publish and Post Election Proclamation". The resolution outlines legal election requirements, i.e. absentee voting, qualified elector eligibility requirements, candidate eligibility requirements, etc. Director Winans made a motion to approve Resolution 2013-09 as amended with Position Numbers. Assistant Secretary Brewington conducted roll call resulting in unanimous approval by Chairman Knorr and Directors Parker, Winans and Pope.

Discussion and possible action on Solid Waste Facility Gates
Manager Edington outlined the need of rehab/replacement of the facility gates at the ALW&SD Solid Waste Station. $11,550 + tax, is available from cash in the Capital Budget for the gates. Cost quote of $14,278.78 + NMGRT has been obtained from Dominique Rues Custom Welding for the gates. Director Pope made a motion to award the fabrication, installation, and painting to Dominique Rues Custom Welding for $14,278.79 plus NMGRT, with board authorization of the additional District cash expenditure of $2,728.79 plus NMGRT above funds budgeted in the Capital Budget. The motion was seconded by Director Parker and carried unanimously.

Discussion and Possible action on Scheduling of November 2013 regular board meeting
The regular schedule of ALW&SD Regular Board Meetings are on the 4th Thursday of each month; due to the 4th Thursday of November this year falling to Thanksgiving Day, Director Pope made a motion to reschedule the November meeting to Thursday, Nov. 21st this year. The motion was seconded by Director Parker and carried unanimously.

Discussion and Possible action on Process for Recruitment of Office Manager Position Replacement next year due to retirement
Manager Edington informed the directors that Delores Brewington, ALW&SD Office/Finance Manager and Board Asst. Secretary, will retire on July 30, 2014. He presented the position Job Description to the board with an outline of Executive position selection process.

Public Comments None

Closed Session to include: Discussion of pending or threatened legal action
Chairman Knorr requested a motion to move into closed session for discussion on threatened or pending litigation.

Director Pope made a motion to enter closed session for discussion of threatened or pending litigation. Motion was seconded by Director Winans and carried unanimously. Closed Session began at 11:47 a.m.

Director Parker made a motion to end the closed session. Motion was seconded by Director Pope and carried unanimously. 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.

Chairman Knorr declared the closed session ended at 11:56 p.m.

Signing of Official Documents Chairman Knorr and Secretary Parker signed Resolution 2013-09, and Asst. Board Secretary Brewington will facilitate official filing of the Resolution with Lincoln County and publication of the Election Proclamation as required.

Board Comments None

Announcement of next meeting
The next regularly scheduled ALWSD Board Meeting will be conducted on November 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 Parker made a motion to adjourn the meeting. The motion was seconded by Director Pope and carried unanimously. Meeting adjourned at 11:59 p.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary