Alto Lakes Water & Sanitation District
Final Minutes – Regular Board Meeting November 21, 2013

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, November 21, 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 Pope and Winans were present; Director Decker attended telephonically. Director Parker was absent.

Guest Phil Bishop

Pledge of Allegiance

Approval of minutes for October 24, 2013 Regular Board Meeting
Director Pope made a motion to accept the minutes of the October 24, 2013 Regular Board Meeting as presented. The motion was seconded by Director Winans and carried unanimously.

Approval of agenda
Director Pope 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 Decker 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 no leak credit requests.
3. **ACH Payments:** Online payments totaling $24,686.44 were made during October, 2013.

Director Pope made a motion to approve the Consent Agenda as amended. 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 October 2013 totaled 12,800,700, and gallons sold totaled 12,556,170. Production vs Sold difference is 2%. Average usage, compared to the same time last year, with 35 more active accounts, was down approximately 180 gallons per meter compared to last October due to heavy rains this year.

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 October 2013. There were 21 pulls with 810 cy's of green waste of which 22% was yard waste and 78% was forest waste, generating $9,082.22 in collected fees. There were 3 pulls with 23.96 tons of trash, 1 pull with .63 tons of cardboard, 0 Misc. pull with $230.37 fees collected, 0 pulls with paper, 0 pulls with ash, 0 pulls with aluminum cans, and 0 pulls with metal.

Customer issues None

Personal Update Employee Bill Rodolph took the Level-II Wastewater Certification Exam last week; results pending.

Regulatory update NMED-DWB has scheduled a Sanitary Survey for the water system on Tuesday, November 26th. The Sanitary Survey is conducted every three years.

Projects Report Design of Distribution-B is ongoing, nearing 65% level review. District project Water Trust Board application has moved up to fundable application with application due March 2014). Edington is working on state certifications, NMED - DWB, SWQB, SWB, DFA, NMFA, and OSE. OSE is trying to define if we are required to have a certified 40 year plan (we had one year 2011) Water Year (Nov 2010 through Oct 2011) in which District diverted over 500 acre feet, which is required for a certified plan.

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 October 2013 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the October 2013 year to date Budget Report by category.

Regular Business Agenda

Board Member Reports None

Discussion and possible action on Amendment #2 to Sierra Contracting Contract

Manager Edington presented proposed Amendment Two (2) to the Professional Services Agreement for Transportation and Disposal of Solid Waste by Sierra Contracting, Inc. An automatic annual CPI fee increase is in contract with Sierra Contacting, based on April over April annual CPI. Director Pope made a motion to approve the contract amendment as presented. Motion seconded by Director Winans and carried unanimously.

Discussion and possible action on Distribution B design

Manager Edington presented PSC design of potential temporary construction loop-line easements in Deer Park Valley for operational ease within the Distribution B design. Director Pope made a motion to table addition of the loop-line pending additional details. Motion was seconded by Director Decker and carried unanimously.

Discussion and possible action on Employment Opening

Manager Edington proposed the screening process of Office Manager job position applicants for discussion. He recommended 5 candidates for interview, and suggested an interview board of Chairman Knorr, Manager Edington, Office Manager Brewington, and Operations Supervisor Osborn. Director Pope made a motion to approve the interview board as presented. Motion was seconded by Director Decker and carried unanimously.

Discussion and possible action on vehicle replacement for Capital Budget

Manager Edington requested confirmation on capital budgeted expenditure for two vehicle replacements to include a 2014 Ford 3/4 ton extended cab 4x4 truck for the field at a cost of $25,758.00, and a 2013 Nissan Xterra 4x4 SUV for office / administrative use at a cost of $22,168.00 under State Purchasing Agreement #30-000-13-0027. Director Pope made a motion to approve the vehicle purchases as presented. Motion was seconded by Director Decker and carried unanimously.

Discussion and possible action on Mid-Year Budget adjustments

Manager Edington presented the need for budget adjustments:

- Administrative salary expenses for Office/Finance Manager replacement training.
- Additional solid waste hauling costs additional Solid Waste Hauling costs due to the addition of plastics and container rental.
- Possible budget format adjustment to match the NM Department of Finance and Administration

reporting requirements.

Director Decker made a motion to direct staff to prepare mid-year budget adjustments for board consideration at next regularly scheduled meeting. Motion was seconded by Director Pope and carried unanimously.

Discussion and possible action on December Board Meeting Date
Manager Edington presented request for action to cancel the ALW&SD regularly scheduled board meeting in December due to the holidays. Director Winans made a motion to cancel ALW&SD regularly scheduled monthly board meeting with allowance for Chairman Knorr to call a special meeting should it be needed. Motion was seconded by Director Pope and carried unanimously.

Public Comments
Mr. Phil Bishop commended Executive Managers Edington and Brewington

Closed Session to include: Discussion of pending or threatened legal action
Director Pope made a motion to enter into closed session at 10:50 a.m. for discussion of threatened or pending litigation. The motion was seconded by Director Decker 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 11:15 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.

Board Comments None

Announcement of next meeting
The next regularly scheduled ALWSD Board Meeting will be conducted on January 23, 2014; to be held at the District Office located at 214 Lake Shore Drive, Alto, NM. The meeting will begin at 9:00 a.m. in the District Office conference room.

Adjournment
Director Pope made a motion to adjourn the meeting. The motion was seconded by Director Decker and carried unanimously. Meeting adjourned at 11:17 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary