Alto Lakes Water & Sanitation District
Final Minutes – Regular Board Meeting March 20, 2014

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, March 20, 2014** in the Conference Room of the ALW&SD Office located at 214 Lake Shore Drive, Alto, NM 88312.

Call to Order:
Chairman Knorr called the meeting to order at 9:00 AM and Assistant Secretary Brewington conducted roll call. Chairman Knorr, Director Winans and Director Parker were present; Director Decker and Bishop attended telephonically.

Guests: None

Pledge of Allegiance

Approval of Minutes for February 20, 2014 Regular Board Meeting
Director Parker made a motion to accept the minutes of the February 20, 2014 regular Board Meeting as presented. The motion was seconded by Director Decker and carried unanimously.

Approval of Agenda
Director Bishop 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 were three leak credit requests presented totaling $903.35.
3. **ACH Payments:** Online payments totaling $18,315.91 were made during February 2014.

Director Parker made a motion to approve the Consent Agenda as amended. Motion was seconded by Director Decker and carried unanimously.

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.

The District produced 5,593,700 gallons for February 2014 and we sold 4,448,921 gallons. Production vs. Sold difference is 20.5%. Flushing and known leaks approx. 175,000 gallons, adjusting loss to 20%.

There were two fewer active accounts in February over the same period last year, average gallons per month per residential customer is down 120 gallons from last 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 February 2014.
There were 6 pulls with 180 yds of green waste; 64% was yard waste and 36% was forest waste, with the collection of $1,658.32 in additional fees; 2 pulls with 12 tons trash, 1 pull with .63 tons cardboard, 1 pull with 4.95 tons of miscellaneous with the collection of $250.67 in additional fees. There were no pulls with paper, ash, aluminum cans, or metal.

Customer Issues:
None

Personnel Update:
Newly hired Office Manager, Rachel Muldowney, is onboard and was in attendance at the meeting.

Regulatory Update:
None

Projects Report
The Design of Distribution-B Project continues; a 65% level review was performed in December, moving toward 95% design milestone.

Well E5 Deepen – Permit: (OSE issues; original well construction, depth of deepening, Balleau OSE issued new permit). NM Environment Department – Drinking Water Bureau requires a complete scan of primary and secondary contaminates run on E5 and E2 for comparison before they will agree to permit the deepening of Well E5.

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:
Office Manager Brewington presented and reviewed the February 2014 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the February 2014 year to date Budget Report by category.

Regular Business Agenda

Board Member Reports: None

Discussion and possible action on Water Trust Board Application (Update)
Manager Edington presented that the District is on the WTB Funding List, application date has been extended to April 2nd. The District submitted application on March 10th.

Discussion and possible action on Waste Water PER (Scope of Work)
Manager Edington proposed a scope of work for Wastewater PER to board for discussion and comment. After discussion Motion was made to approving scope of work and authorizing staff to draft RFP for review by board at next meeting. Motion Made by Director Decker and seconded by Director Bishop.

Discussion and possible action on ICIP priority listing
Manager Edington advised that the ICIP submission deadline has been reset from September to June 2014. A proposed ICIP priority list was presented and discussed. Manager Edington will reprioritize the list for review at the next regular ALWSD board meeting.

Discussion and possible action on Well S6 Expenditure
Manager Edington reported that the cost of the motor, pump and electrical supply cable to rehab Well S6 is $29,186.58. Motion was made by Director Parker to approve expenditure as quoted for well S6 rehab from reserve account 103290. Motion was seconded by Director Winans and carried unanimously. Manager Edington also reported that all wells are now equipped with new pumps and motors.

Discussion and possible action on District Credit Card Authorization
Office Manager Brewington proposed that an ALWSD company credit card has become necessary; for training and per diem expenses, "credit card only" expenditure requirements; i.e. online domain registration with mass email capacity and for Board/Management travel expenses. The Broad

unanimously agreed to start developing a policy.

Discussion and possible action on Outlaw Water System Operations
Director Winans reported that a representative of the Outlaw Water System had approached him about the possibility of operations and maintenance of the Outlaw Water System by the District. No action was taken by the ALWSD Board Directors. Director Winans will advise Outlaw of that decision.

Discussion and possible action on FY2015 Preliminary Budget Assumptions
Manager Edington presented the FY2015 preliminary budget assumptions for discussion. The assumptions allow staff to move forward with the budgeting process (direction). The 1st draft preliminary budget, based on assumptions, will be presented at the next board meeting in April.

Public Comments: None

Closed Session to include: Discussion limited to personnel matters to include Annual Personnel Evaluations, and Discussion of Pending or Threatened Legal action

Director Winans made a motion to enter into closed session at 10:55 a.m. for discussion of limited personal matters; annual Personnel Evaluations, and discussion of pending or threatened legal action. The motion was seconded by Director Parker and carried unanimously.

Director Winans made a motion to end the closed session. Motion was seconded by Director Parker and carried unanimously. Chairman Knorr declared the closed session ended at 11:55 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 personnel matters and threatened or pending litigation.

Board Comments: None

Announcement of next meeting
The next regularly scheduled ALWSD Board Meeting will be conducted on April 24, 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 Parker made a motion to adjourn the meeting. The motion was seconded by Director Winans and carried unanimously. Meeting adjourned at 12:00 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary