# Alto Lakes Water & Sanitation District
# Final Minutes – Regular Board Meeting May 1, 2014

Alto Lakes Water & Sanitation District held the April Board Meeting on **Thursday, May 1, 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 Parker, Director Bishop, and Director Winans were present; Director Decker attended telephonically.

**Guests None**

**Pledge of Allegiance**

**Approval of Minutes for March 20, 2014 Regular Board Meeting**
Director Parker made a motion to accept the minutes of the March 20, 2014 regular Board Meeting as presented. The motion was seconded by Director Winans 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 $1,423.40. All three leak credits totaling $1,423.40 were approved.
3. **ACH Payments:** Online payments totaling $18,400.23 were made during March 2014.

Director Parker made a motion to approve the Consent Agenda as amended. Motion was seconded by Director Bishop 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 and irrigation demands.

The District produced 5,134,900 gallons for March 2014 and we sold 4,002,070 gallons. Production vs. Sold difference is 22%. Flushing and known leaks approximately 200,000 adjusted losses 20%. There were 10 fewer active accounts in March over the same period last year, average gallons per month per residential customer down 385 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 March 2014; there were 7 pulls with 210 yds of green waste of 73% yard waste and 27% forest waste, generating collection of $1,219.71 in additional fees. 2 pulls with 15 tons of trash, 1 pull with 25 yds of cardboard, 1 pull with 25 yds paper, 1 pull with 30 yds of miscellaneous with collection of $361.77 in additional fees, 0 pulls with ash, 0 pulls with aluminum cans, and 0 pulls with metal (r/o not full) and 0 tons plastic.

**Customer Issues**
Fencing material has been ordered to put up the cedar fence along East side of water storage yard, approximate cost of $5000, with estimated finish date prior to July 12th, 2014. Mr. Mader will be updated on progress.

**Personal Update**
Veronica King has resigned; her last day will be May 14th for training of her replacement, Terry Latta.

**Regulatory Update** None

**Projects Report**
Design of Project Distribution-B is at 95% completion. Manager Edington is awaiting final comments from NMED Construction Programs Bureau review.

**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 March 2014 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the March 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 had attended the Water Trust Board funding conference for potential funding of Distribution B; funding results should be available by June 17th.

**Discussion and possible action on Deepening of Well E5**
After board discussion about potential deepening of Well E5, the well will be monitored for another year for production.

**Discussion and possible action on ICIP priority listing**
Manager Edington presented an ICIP projects priority list for discussion. Changes to the proposed ICIP were made; Board action will be required at the May 22nd meeting.

**Discussion and possible action on RFP for Professional Studies**
Manager Edington advised that the write-up's are ready, all sent to Professional Tech Advisory Board for review, should have within a week, updated and then will be authorized to start. Director Parker made a motion to allow Publication after PTAB review and final review and approval of ALSWD board president. Motion was seconded by Director Bishop and carried unanimously.

**Discussion and possible action on RFP for Audit Services**
Office Manager Brewington confirmed that the Audit Services RFP review committee recommended the proposal from Strickler and Prieto, LLP for ALWSD audit services for the next 3 years. Director Bishop made a motion to accept the Strickler & Prieto, LLP recommendation; motion was seconded by Director Parker and carried unanimously. Director Parker made a motion to appoint Chairman Knorr or Treasurer Bishop to sign the audit contract; motion was seconded by Director Winans and carried unanimously.

**Discussion and possible action on FY2015 Preliminary Budget**
Manager Edington presented the preliminary budget for review and discussion. Budget Public Meeting

will be conducted at the May 22nd board meeting.

**Public Comments**: None

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

Director Winans made a motion to enter into closed session at 11:05 a.m. for discussion of Limited Personnel Matters, Annual Personnel Evaluations, and Discussion of Pending or Threatened Legal Action. The motion was seconded by Director Bishop and carried unanimously.

Director Parker made a motion to end the closed session. Motion was seconded by Director Bishop and carried unanimously. Chairman Knorr declared the closed session ended at 11:21 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 May 22, 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 Decker and carried unanimously. Meeting adjourned at 11:23 a.m.

Submitted by:

Delores Brewington
District Board Assistant Secretary