Alto Lakes Water & Sanitation District
Final Minutes Regular Board Meeting March 26, 2015

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, March 26, 2015 i**n 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 Muldowney conducted roll call: Chairman Knorr and Director Holmes were present. Secretary Parker and Treasurer Bishop attended telephonically, with Director Winans absent.

Pledge of Allegiance

Approval of Minutes for February 2015 Regular Board Meeting
Director Bishop made a motion to accept the minutes of the February 2015 regular Board Meeting as presented. The motion was seconded by Director Holmes and carried unanimously.

Approval of Agenda
Director Parker made a motion to accept the approval of the agenda and Director Bishop seconded the motion which carried unanimously.

Consent Agenda
1. **Expenditures:** Purchases/Payroll/Accounts Payable
2. **Approve Leak Credits-**There was one

Director Bishop made a motion to approve the consent agenda as presented; the motion was seconded by Director Holmes 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 4,001,900 gallons for February 2015 and we sold 3,414,036 gallons. Production vs. Sold difference is 14.70%. Amount of unaccounted for water is relatively consistent month to month, but percentage of unaccounted for water varies greatly due to demand. Year to date unaccounted for water stands at 10%.

5 more active accounts over same period 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 2015 to include 5 pulls with 150 yds of Green Waste of which 86% was yard waste and 14% was forest waste, with collection of $542.13 in additional fees, 2 pulls with 15.49 tons of trash, 1 pull with 25yds of cardboard, 0 pulls with 0 yds paper, 0 pull with 0 yds of miscellaneous with collection $287.08 in additional fees, 0 pull = 0 tons metals (r/o not full), 0 pull= 0 tons plastics, and 0 pull=0 tons aluminum cans.

Customer Issues:

Personnel Update:

Regulatory Update:
Manager Edington received letters from OSE, that District needed to file some paper work on old permits: After discussion with OSE, they found most of the required documents in their files, but one still remains open: Well completion for H-719-S-21 (dry hole in Deer Park Valley). After consultation with Balleau Groundwater, their thoughts are to file extension request and keep it open. Director Holmes made a motion to approve the filing for extension and Director Bishop seconded the motion which carried unanimously.

Projects Report: Engineering studies, Master Plan, Wastewater PER (permit), Water treatment alternatives moving forward.

Manager Edington has scheduled Souder Miller and Associates (SMA) to attend April Board meeting to give update on projects and discuss with the board assumptions being used. Could not schedule for March, SMA have prior engagements for this week time frame.

Office Manager's Report

Administrative Update
The Board discussed banking options to ensure timeliness with receiving payments. Director Parker made a motion that the Office Manager has the authority to assess the situation and address it accordingly. The motion was seconded by Director Holmes and carried unanimously.

Financial Reports

Office Manager Muldowney presented and reviewed the February 2015 Balance Sheet which includes year-to-date comparison with previous year with breakout of capital reserves, and the February 2015 year to date Budget Report by category.

Regular Business Agenda

Board Member Reports:

Discussion and Possible action on Distribution B, review construction contract agreements for signature, and issue notice to proceed: Following Discussion Director Holmes made a motion to sign the construction contract and authorize issuance of Notice to Proceed; the motion was seconded by Director Parker. Assistant District Secretary Muldowney conducted a roll call vote with the following results; Director Knorr YES; Director Parker YES; Director Holmes YES; Director Bishop YES; Director Winans Absent.

Discussion and Possible action on Repairs and Maintenance Purchase, Stock Replacement.
Director Holmes made a motion to allow Manager Edington to approve the purchase for repairs and maintenance stock order up to $10,000. The motion was seconded by Director Parker and carried unanimously.

Discussion and Possible action on FY2016 Preliminary Budget Assumptions
Discussed possible budget assumptions for 2016. No action taken at this time.

Discussion and Possible action on request from Mr. Otey for a second water meter.
Request from Mr. Otey for a second meter, after discussion; Director Bishop made a motion to approve the second water meter with standard conditions. The motion was seconded by Director Parker and carried unanimously.

Discussion and Possible action on Starting Personnel Salary guidelines, Annual guideline review.
Director Bishop made a motion to approve the Starting Personnel Salary guidelines for FY2016 and was seconded by Director Holmes which carried unanimously.

Discussion and Possible action on FY2017-2021 ICIP (Infrastructure Capital Improvement Plan)
Discussion for future action of FY2017-2021 ICIP.

Closed Session to include: Discussion of pending or threatened legal action, and limited personnel Matters
Director Holmes made a motion to enter into closed session at 10:04 a.m. for discussion of pending or threatened legal action, and limited Personnel Matters. The motion was seconded by Director Parker and carried unanimously.

Director Bishop made a motion to end the closed session. Motion was seconded by Director Holmes and carried unanimously. Chairman Knorr declared the closed session ended at 10:28 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.

Discussion and Possible action on personnel matters
Director Holmes made a motion to accept salary recommendations of the District Manager as amended. The motion was seconded by Director Bishop and carried unanimously.

Public Comments: None

Board Comments: None

Announcement of next meeting
After discussion Director Holmes made a motion to change regularly scheduled April board meeting from Thursday April 23rd to Monday, May 4 2015 to accommodate board members who would not be able to attend otherwise. The motion was seconded by Director Bishop and carried unanimously.

The next regularly scheduled ALWSD Board Meeting will be conducted on Monday, May 4, 2015; 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 Holmes made a motion to adjourn the meeting. The motion was seconded by Director Bishop and carried unanimously. Meeting adjourned at 10:30 a.m.

Submitted by:
Rachel Muldowney
District Board Assistant Secretary

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